

# **STATE PERSONNEL BOARD AGENDA**



**JULY 8, 2008**

**SACRAMENTO, CA**



## MEMORANDUM

**DATE:** June 26, 2008

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Office

**SUBJECT:** Notice and Agenda for the July 8, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on July 8, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at [www.spb.ca.gov](http://www.spb.ca.gov) or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 566, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



**CALIFORNIA STATE PERSONNEL BOARD**

801 Capitol Mall • Sacramento, California 95814 • [www.spb.ca.gov](http://www.spb.ca.gov)

ARNOLD SCHWARZENEGGER, Governor



**BOARD MEETING – JULY 8, 2008<sup>1</sup>**

**9:00 a.m. – 12:30 p.m.  
(Or upon completion of business)**

**ALL TIMES ARE APPROXIMATE**

Public and Closed Session Location

801 Capitol Mall, Room 150  
Sacramento, CA 95814

---

<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

**OPEN SESSION OF THE STATE PERSONNEL BOARD**

**9:00 a.m.**

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**
  - Suzanne M. Ambrose
- 3. REPORT OF THE CHIEF COUNSEL**
  - Elise S. Rose
- 4. REPORT ON LEGISLATION**
  - Carol Ong
- 5. REPORT ON THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
  - A copy is provided to each of the Board Members
- 6. REPORT OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION**
  - DPA Representative
- 7. REPORT ON THE HUMAN RESOURCES MODERNIZATION PROJECT**
  - HR MOD Representative
- 8. REPORT OF COOPERATIVE PERSONNEL SERVICES**
  - CPS Representative
- 9. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.
- 10. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR JULY 22, 2008, IN SACRAMENTO, CALIFORNIA.**
- 11. INTRODUCTION OF NEW SPB EMPLOYEES**

Introduction of new State Personnel Board Employees to the Board.

  - Suzanne M. Ambrose

9:30 a.m.

**12. INFORMATIONAL BRIEFING – DEPARTMENT OF MOTOR VEHICLES  
SPECIAL EXAM AND APPOINTMENT PROGRAM**

- State Personnel Board
- Department of Motor Vehicles

Staff will provide a brief update on the progress and performance of the Department of Motor Vehicles Special Exam and Appointment Program.

9:45 a.m.

**13. HEARING – CALIFORNIA STATE LOTTERY'S CLASSIFICATION  
PROPOSALS UNDER CONSIDERATION (2<sup>nd</sup> Hearing)**

- State Personnel Board
- California State Lottery
- Department of Personnel Administration
- State Employees International Union (SEIU)

The California State Lottery proposes to establish a new classification titled Route Sales Representative and revise their current District Sales Representative classification. A hearing is scheduled due to concerns expressed by the SEIU.

10:15 a.m.

**14. ORAL ARGUMENT**

In the matter of **CASE NO. 06-0817A**. Appeal from dismissal. Industrial Relations Counsel IV. Department of Industrial Relations.

10:45 a.m.

**15. ORAL ARGUMENT**

In the matter of **PERSONAL SERVICES CONTRACT NO. 08-06** appeal of the Department of Health Care Services and the Department of Public Health from the Executive Officer's March 3, 2008, disapproval of contract Nos. 82055-06-5404 (Capital Technology Associates); 76481-06-9912, 76482-06-9912, HC85220-06-2341 (Enos Technical Consultants); 85067-06-2352 (Powell Consulting Group); 82126-06-9912 (Eclipse Solutions); 76420-06-4460 (Clearbest, Inc.); 82113-06-5461 (Arsenal Information Security); 76458-06-5461 (Hubbert Systems Consulting); 85051-06-2352 (CCK Design); and 82025-06-5310 (Staff Tech, Inc.) [SPB File No. 07-025(b)]

11:30 a.m.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**16. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matters submitted at prior hearing.  
[Government Code Sections 11126(c)(3), 18653(3)]

**17. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.

[Government Code sections 11126(c)(3), 18653]

**18. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.

[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.

Sacramento Superior Court

Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.

Sacramento Superior Court

Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California

United States District Court, Northern District of California

Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.

Case No. C01-1351 TEH

**19. RECOMMENDATIONS TO THE LEGISLATURE**

Deliberations on recommendations to the Legislature.

[Government Code section 18653]

- 20. RECOMMENDATIONS TO THE GOVERNOR**  
Deliberations on recommendations to the Governor.  
[Government Code section 18653]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**BOARD ACTIONS:**

- 21. RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT CODE SECTION 18671.1**

**22. SUBMITTED ITEMS**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

**A. PERSONAL SERVICES CONTRACT NO. 08-03**

Appeal by the Union of American Physicians & Dentists from Executive Officer's February 4, 2008, Decision approving six Personal Services Contracts for Psychiatric Services (Ratification of Board's vote on 6/10/08).

**B. PERSONAL SERVICES CONTRACT NO. 08-04**

Appeal of the California State Prison Medical Care System Receiver from the Executive Officers' February 14, 2008, disapproval of six personal services contracts for recreation and occupational therapist services.

**C. PERSONAL SERVICES CONTRACT NO. 08-07**

Appeal of the Department of Developmental Services from the Executive Officer's February 27, 2008, disapproval of personal services contracts for janitorial services.

**23. EVIDENTIARY CASES**

**A. BOARD CASES SUBMITTED**

These items have been taken under submission by the State Personnel Board at a prior meeting.

**(1) CASE NO. 07-3421**

Appeal from dismissal

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

Proposed decision taken under submission at the June 24, 2008 Board meeting.

**(2) CASE NO. 07-0850A**

Appeal from non-punitive termination

**Classification:** Clinical Social Worker

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected September 24, 2007.

Transcript prepared.

Oral argument set for February 4-5, 2008, Sacramento.

Oral argument continued.

Oral argument set for March 3-4, 2008, Los Angeles.

Oral argument continued.

Oral argument heard April 7, 2008, Sacramento.

Case ready for decision by FULL Board.

**B. ORAL ARGUMENTS**

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

**(1) CASE NO. 06-0817A**

Appeal from dismissal

**Classification:** Industrial Relations Counsel IV

**Department:** Department of Industrial Relations

**C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER**

**CHIEF COUNSEL RESOLUTION**

**(1) CASE NO. 07-2279**

Appeal from rejection during probation

**Classification:** Fire Prevention Specialist I

**Department:** Department of Forestry and Fire Protection

**(2) CASE NO. 07-2695**

Appeal from dismissal

**Classification:** Associate Information Systems Analyst (Specialist)

**Department:** Department of Social Services



**D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS**

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

**PROPOSED DECISIONS**

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) CASE NO. 06-3940**  
Appeal from five-percent reduction in salary for 12 months  
**Classification:** Parole Agent I  
**Department:** Department of Corrections and Rehabilitation
- (2) CASE NO. 07-0383**  
Appeal from dismissal  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation
- (3) CASE NO. 07-1690**  
Appeal from ten percent reduction in salary for 12 months  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (4) CASE NO. 07-4433**  
Appeal from five percent reduction in salary for six months  
**Classification:** Fraud Investigator  
**Department:** Department of Health Care Services
- (5) CASE NO. 07-1349**  
Appeal from ten percent reduction in salary for nine months  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (6) CASE NO. 07-1579**  
Appeal from a 30 calendar day suspension  
**Classification:** Associate Safety Engineer  
**Department:** Department of industrial Relations

- (7) **CASE NO. 06-2226**  
Appeal from dismissal  
**Classification:** Chief Engineer  
**Department:** Department of Corrections and Rehabilitation
- (8) **CASE NO. 06-1370**  
Appeal from nine percent reduction in salary for 12 months  
**Classification:** Water and Power Dispatcher  
**Department:** Department of Water Resources
- (9) **CASE NO. 07-2237**  
Appeal from rejection during probationary period  
**Classification:** Teacher High School-Social Science (Correctional Facility)  
**Department:** Department of Corrections and Rehabilitation
- (10) **CASE NO. 07-1749**  
Appeal from automatic resignation  
**Classification:** Youth Correctional Officer (Permanent-Intermittent)  
**Department:** Department of Corrections and Rehabilitation
- (11) **CASE NO. 05-2507E**  
Appeal from denial of discrimination and retaliation complaint  
**Classification:** Office Technician  
**Department:** Department of Corrections and Rehabilitation
- (12) **CASE NO. 06-4372**  
Appeal from official reprimand  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation
- (13) **CASE NO. 06-4028**  
Appeal from ten percent reduction in salary for 25 months  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

NONE

**PROPOSED DECISIONS AFTER BOARD REMAND**

NONE

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

**(1) CASE NO. 07-3744P**

Appeal from dismissal

**Classification:** Staff Services Analyst

**Department:** Department of Justice

**(2) CASE NO. 07-1198P**

Appeal from demotion

**Classification:** Business Taxes Compliance Supervisor II

**Department:** Board of Equalization

**WHISTLEBLOWER NOTICE OF FINDINGS**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case previously decided pursuant to Government Code, section 19683 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

**F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

**(1) CASE NO. 06-2706PA**

Appeal from dismissal

**Classification:** Correctional Sergeant

**Department:** Department of Corrections and Rehabilitation

Petition for rehearing granted April 7, 2008.

Transcript prepared.

Oral argument set for August 4-5, 2008, Sacramento.

**(2) CASE NO. 04-1782A**

Appeal from constructive medical suspension

**Classification:** Correctional Counselor I

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected June 24, 2008.

Pending transcripts.

**(3) CASE NO. 06-0817A**

Appeal from dismissal

**Classification:** Industrial Relations Counsel IV

**Department:** Department of Industrial Relations

Proposed decision rejected May 25, 2008.

Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

Oral argument continued.

Oral argument set for July 8, 2008, Sacramento.

**(4) CASE NO. 06-2737PA**

Appeal from dismissal

**Classification:** Correctional Sergeant

**Department:** Department of Corrections and Rehabilitation

Petition for rehearing granted April 22, 2008.

Transcripts prepared.

Oral argument set for August 4-5, 2008, Sacramento.

**(5) CASE NO. 07-4470A**

Appeal from twenty-two working days suspension

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected May 13, 2008.

Transcripts prepared.

**(6) CASE NO. 07-2581A**

Appeal from rejection during probation

**Classification:** Correctional Officer Cadet

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected on May 13, 2008.  
Transcripts prepared.

**(7) CASE NO. 07-1295A**

Appeal from dismissal

**Classification:** Fire Apparatus Engineer-Paramedic

**Department:** Department of Forestry and Protection

Proposed decision rejected on May 13, 2008.  
Transcripts prepared.

**(8) CASE NO. 07-2966EA**

Appeal from discrimination complaint

**Classification:** Environmental Planner

**Department:** Department of Transportation

Case taken under submission at the April 22, 2008 Board meeting.

Proposed decision rejected May 13, 2008.  
Transcripts prepared.

**(9) CASE NO. 07-2189A**

Appeal from non-punitive termination

**Classification:** Vocational Instructor (Welding),  
Correctional Facility.

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected March 4, 2008.  
Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

Oral argument continued.

Oral argument set for August 4-5, 2008, Sacramento.

**24. NON-EVIDENTIARY CASES**

**A. WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES HEARD BY A STAFF HEARING OFFICER**

**NONE**

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

**(1) CASE NO. 06-3902N**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**Issue:** Suitability; five Driving Under the Influence convictions.

**(2) CASE NO. 06-3905N**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**Issue:** Suitability; negative law enforcement contracts, providing inaccurate information and omitting pertinent information.

**(3) CASE NO. 06-4020N**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**Issue:** Suitability; a negative employment record and omitting pertinent information.

**(4) CASE NO. 06-3919N**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**Issue:** Suitability; termination for cause within one year of CDCR application.

- (5) **CASE NO. 06-3122N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; hard drug use within 10 years of application.
- (6) **CASE NO. 06-3816N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; failure to supply requested information and documentation needed to complete the background investigation
- (7) **CASE NO. 06-3853**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; negative employment and driving record.
- (8) **CASE NO. 06-3406**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; negative employment record.
- (9) **CASE NO. 06-3402N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; gang affiliation.
- (10) **CASE NO. 06-4066N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; minimum qualification for citizenship and education.
- (11) **CASE NO. 06-4240N**  
**Classification:** Youth Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; a negative driving record and omission of pertinent information during the selection process.
- (12) **CASE NO. 06-4102N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; negative driving record.

**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

**CASES HEARD BY STAFF HEARING OFFICER**

**(1) CASE NO. 06-0982N**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**(2) CASE NO. 6-1630N**

**Classification:** Correctional Officer

**Department:** California Department of Corrections and Rehabilitation

**DISMISSED CASES**

**(1) CASE NO. 08-1875N**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**(2) CASE NO. 07-1457N**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**NONE**



**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS, VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

**VOIDED APPOINTMENT**

**(1) CASE NO. 06-2818N**

**Classification:** Driver Safety Officer

**Department:** Department of Motor Vehicles

**E. REQUEST TO FILE CHARGES CASES, PETITION FOR REHEARING**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

**REQUEST TO FILE CHARGES**

**(1) CASE NO. 06-4821N**

**Classification:** Associate Safety Engineer

**Department:** The Department of Industrial Relations

**25. NON-HEARING AGENDA**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the

applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**(1) CALTRANS ADMINISTRATOR SERIES SPECIFICATION AND ALTERNATE RANGE CRITERIA 220, DEPARTMENT OF TRANSPORTATION**

The Department of Transportation proposes reallocation of current Assistant Caltrans Administrator incumbents to the Staff Services Analyst (General) class and current Associate Caltrans Administrator incumbents to the Associate Governmental Program Analyst class; proposed abolishment of the Caltrans Administrator Series Specification and Alternate Range Criteria 220.

**(2) CASE RECORDS TECHNICIAN, SUPERVISING CASE RECORDS TECHNICIAN, DEPARTMENT OF CORRECTIONS AND REHABILITATION**

The Department of Corrections and Rehabilitation proposes establishment of a deep class titled Case Records Technician (CRT) with a 12-month probationary period; an exception to SPB Rule 431 for the deep class of CRT; adoption of an Alternative Range Criteria 454; establishment of the Supervising Case Records Technician (SCRT) with a 12-month probationary period; reallocation of incumbents from existing classes to the deep class of Case Records Technician and Supervising Case Records Technician.

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD** propose to abolish the following

unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<u>Title</u>	<u>Class Code</u>
Forester II (Nonsupervisory)	9721
Program Administrator III (Hospital Operations)	9441
Child Care Practitioner	8243
Psychiatric Technician Student	8242
Dental Consultant II, Department of Health Services	7841
Food Administrator I	2152
Industrial Therapist	8310
Hospital Social Worker II	9894
Physical Therapist License Applicant	8275
Supervising Hazardous Materials Specialist	3525
Music Therapist	8314
Fairs Horse Racing Consultant	1759
Supervisor, Waste Water Treatment Training Center	3131
Chief of Land Surveys	3048
Land Surveyor Supervisor	3013

**26. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. The first section lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Operations Division of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board. The second section of this portion of the Agenda reports those position actions

that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**(1) DEPUTY DIRECTOR, ASSET MANAGEMENT BRANCH**

The California Department of Corrections and Rehabilitation (CDCR) proposes to allocate the above position to the CEA category, on a permanent basis. This CEA allocation was previously approved on a limited-term basis. The Deputy Director is responsible for policy development and formulation pertaining to the continuous investment of real property, including policies for disposal of property and the administration of the Department's Master Plan that provides the strategic blueprint for the Department's acquisition, design, planning, operation, renovation, management and disposition of all real estate assets, both state-owned and leased.

**(2) DEPUTY DIRECTOR, DESIGN SERVICES BRANCH**

The California Department of Corrections and Rehabilitation (CDCR) proposes to allocate the above position to the CEA category, on a permanent basis. This CEA allocation was previously approved on a limited-term basis. The Deputy Director is responsible for the policy development and formulation of the New Prison Policy Guidelines, designs of prison facilities and staff and operation development for new prisons and the development and management of the Department's design services for the state-owned facilities.

**(3) DEPUTY DIRECTOR, ACQUISITIONS BRANCH**

The California Department of Corrections and Rehabilitation (CDCR) proposes to allocate the above position to the CEA category, on a permanent basis. This CEA allocation was previously approved on a limited-term basis. The Deputy Director is responsible for the policy development and formulation pertaining to land use matters and land acquisition, including complex real estate transactions and developing and managing a statewide program that provides acquisition and valuation services for land and facility sales and disposals real estate portfolio.

- (4) **DEPUTY DIRECTOR, FACILITIES PLANNING BRANCH**  
The California Department of Corrections and Rehabilitation (CDCR) proposes to allocate the above position to the CEA category, on a permanent basis. This CEA allocation was previously approved on a limited-term basis. The Deputy Director is responsible for the policy development and formulation for the master planning of facilities and internal management of the state's facility planning process and developing and managing the Department's Master Plan that provides the strategic blueprint for the Departments acquisition, design, planning, operation, renovation, management and disposition of all real estate assets, both state-owned and leased.
- (5) **DEPUTY DIRECTOR, CHILDREN AND FAMILY SERVICES DIVISION**  
The Department of Social Services proposes to allocate the above position to the CEA category. The Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Children and Family Services Division and supports the Department and Agency as a member of the California Child Welfare Council and the Blue Ribbon Commission.
- (6) **CHIEF, HEALTH STATISTICS BRANCH**  
The California Department of Public Health (CDPH) proposes to allocate the above position to the CEA category. The position is responsible for the development and implementation of core public health policies and procedures for the department's health data information systems while setting statewide policy on issues related to health statistics, vital events, and vital statistics.
- (7) **SPECIAL ASSISTANT TO THE DIRECTOR**  
The Department of Health Care Services proposes to allocate the above position to the CEA category. The position will serve as an advisor to the Directorate on all matters of policy critical to the administration of departmental programs which includes the Medi-Cal program and Children's Medical Services.
- (8) **CHIEF, DIVISION OF PAVEMENT MANAGEMENT**  
The Department of Transportation proposes to allocate the above position to the CEA category. This position will have full authority and responsibility for developing and

implementing engineering and maintenance policies and procedures for the Division of Pavement Management.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**(1) CHIEF, STRATEGIC PLANNING AND EVALUATION**

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective June 11, 2008.

**(2) PENSION SYSTEM RESUMPTION EMPLOYER READINESS PROJECT MANAGER**

The California Public Employees Retirement System's request to allocate the above position was approved effective June 11, 2008, for a 24-month limited-term duration.

**(3) DEPUTY CHIEF INFORMATION OFFICER**

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective June 11, 2008.

**(4) LEAD SCIENTIST, INTERAGENCY ECOLOGICAL PROGRAM**

The CALFED Bay-Delta Program's request to allocate the above position was approved effective June 11, 2008.

**(5) E-SERVICES PROGRAM MANAGER**

The California Department of Public Health's request to allocate the above position was approved effective June 11, 2008.

**(6) ASSISTANT DIRECTOR OF PESTICIDE PROGRAMS DIVISION**

The Department of Pesticide Regulation's request to allocate the above position was approved effective June 11, 2008.

**(7) ASSOCIATE DIRECTOR OF PESTICIDE PROGRAMS DIVISION**

The Department of Pesticide Regulation's request to allocate the above position was approved effective June 11, 2008.

**(8) DEPUTY DIRECTOR, HEALTH CARE DATA AND PROVIDER SERVICES**

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective June 12, 2008.

**A D J O U R N M E N T**



## MEMORANDUM

**DATE:** July 8, 2008  
**TO:** STATE PERSONNEL BOARD  
**FROM:** MIKE STRAZZO, Merit Operations Division  
**SUBJECT:** HEARING AGENDA ITEM FOR BOARD ACTION

---

**A. HEARING – CALIFORNIA STATE LOTTERY'S CLASSIFICATION PROPOSALS UNDER CONSIDERATION (2<sup>nd</sup> Hearing)**

The California State Lottery proposes to establish a new classification titled Route Sales Representative and revise their current District Sales Representative classification. A hearing is scheduled due to concerns expressed by the SEIU. This hearing allows all interested parties to address the five-member Board.



TO: STATE PERSONNEL BOARD

FROM: Nicole Holtzman, Personnel Program Analyst  
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief of Classification and Compensation Division  
Department of Personnel Administration

SUBJECT: The California State Lottery (CSL) proposes State Personnel Board recommended changes to the class titled Route Sales Representative (RSR).

REASON FOR HEARING:

The California State Lottery (CSL) proposed establishment of a new deep class titled Route Sales Representative (RSR) with two ranges (Range A and B) at the June 10, 2008, Board Hearing. The State Employees' International Union (SEIU) presented some concerns regarding an overlap in duties with the District Sales Representative (DSR), CSL classification. As a result, the Board took the proposal under submission and requested that the parties make clear distinctions between the two Lottery classifications.

This revised board item has been scheduled for the July 8, 2008, hearing to address the issues presented by SEIU at the first hearing. Revised documents have been submitted to SPB for consideration. This hearing is to allow the Board to hear from CSL, SEIU and other interested members of the public before reaching a final decision.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board  
Sandra Sales, State Personnel Board  
Debbie True, Department of Personnel Administration, Labor Relations Officer  
Cassandra Lichnock, California State Lottery, Chief of Personnel  
Brandee Taylor, California State Lottery, Labor Relations Officer  
Karen Flores-Jude, California State Lottery, Personnel Analyst  
Tricia Metzger, California State Lottery, Deputy Director of Sales  
Art Grubel, State Employees International Union (SEIU)

In accordance with the terms of the DPA/Bargaining Unit 1 contract, DPA has notified the union in writing of this revised proposal.

CLASSIFICATION CONSIDERATIONS:  
Please see Part B attached

RECOMMENDATIONS:

1. That the class of Route Sales Representative be established; the proposed revised specification for the class as shown in this calendar be adopted.

2. That Footnote 21 be added to Route Sales Representative, designating it as a deep class; and
3. That an exception to State Personnel Board Rule 431 be adopted for the establishment of the deep class of Route Sales Representative and that the proposed Alternate Range Criteria 468 for the class of Route Sales Representative, Ranges A and B, as shown below be established.

#### **Alternate Range Criteria 468**

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in the type and quality to that of Route Sales Representative.

**Range A.** This range shall apply to persons who do not meet the criteria for Range B.

**Range B.** This range shall apply to persons who have either:

Satisfactorily completed 12 months' experience performing the duties of a Route Sales Representative, Range A. or

Experience: Two years' sales experience. and

Education: Successful completion of 60 semester units of study from a State accredited college or comparable institution, preferably with significant course work in one or more of the following areas; marketing, public speaking, writing, information technology, merchandising, statistics and/or accounting. (Additional qualifying experience or education may be substituted for the required education or experience on a year-for-year basis.) or

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business and marketing.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

#### **RESOLUTIONS**

4. That the following resolutions be adopted on July 8, 2008:

WHEREAS, the State Personnel Board on July 8, 2008 established the revised specification for the class of Route Sales Representative, Ranges A and B with a 12-month probationary period; and

WHEREAS, Footnote 21 was added to the class of Route Sales Representative to designate it as a deep class; and

WHEREAS, Title 2, California Code of Regulation, Section 431 states “Unless otherwise provided by resolution of the Board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons”; and

WHEREAS, alternate ranges within the new class of Route Sales Representative are being established parallel to the existing class Workers’ Compensation Insurance Technician, Range A and Workers’ Compensation Insurance Technician, Range B; and

WHEREAS, placement in the alternate range of the class of Route Sales Representative represents recognition of a higher level of knowledge, skill, ability, experience, or eligibility which each appointee can acquire through experience in the class of Route Sales Representative; and

WHEREAS, as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed, as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria: Therefore be it

RESOLVED, That salary Ranges A and B for the class of Route Sales Representative, may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Route Sales Representative and other classes; and be it further

RESOLVED, That for the class of Route Sales Representative, the maximum currently authorized for Range B of the class shall be the salary range used to make salary comparisons for mandatory actions.

## **CALIFORNIA STATE LOTTERY**

### **PROPOSAL TO ESTABLISH THE NEW CLASSIFICATION OF ROUTE SALES REPRESENTATIVE**

#### **B. CLASSIFICATION CONSIDERATIONS**

##### **BACKGROUND**

1. Provide some historical perspective about the organizational setting of the subject class and the needs this proposal addresses.

The proposed classification will be used in the Sales Division of the California State Lottery (CSL).

The CSL was created in 1984 to operate a State lottery that was approved by the voters to raise funds for education. Since that time, the CSL has created a wide variety of lottery games, falling into three main product lines; scratcher games, target games, and on-line games.

The lottery games are marketed to the playing public through a large number and wide variety of commercial outlets, including grocery stores, convenience stores, gas station marts, drug stores, and liquor stores. These outlets are recruited and serviced by the CSL Sales Division staff, the bulk of whom are the approximately 130 District Sales Representatives (DSRs) working out of nine field offices.

Under the CSL's traditional business model, the store personnel working for lottery retailers perform the day-to-day work associated with selling lottery products to the public. This includes keeping vending bins full of scratcher tickets, ensuring the draw game ticket stock never runs out, collecting cash from lottery vending machines, and maintaining play brochures, slips, and other materials in sufficient supply.

Working in assigned geographic regions, the DSRs oversee and support this activity by making professional sales calls on lottery retailers, distributing point of sale material and providing merchandising expertise, analyzing sales activities and developing plans to increase sales, developing new accounts and recruiting new retailers, resolving lottery retailer problems, and ensuring that retailer activities are consistent with CSL policies and procedures.

The CSL is currently initiating a new business model for certain retail outlets. Under it, CSL staff, rather than the retailer staff, will perform the in-store functions involved with selling lottery products to the public. As will be described below, this raises the need for the Route Sales Representative classification.

The need for this new business model came about when CVS Corporation, the second largest drugstore chain in the country, purchased approximately 50 Savon drugstores in California, which were currently selling lottery products. CVS had not sold lottery products in its stores up to that point, and was reluctant to have its staff in the former Savon stores continue doing this.

To avoid losing its outlets in these stores, and to open the potential of selling lottery products in other CVS stores (there are 361 CVS stores in California), the CSL worked with CVS to develop a model for selling lottery products in a way that minimized the involvement of CVS personnel. This model will likely be attractive to other retail chains, and, therefore, could be viable strategy for further increasing sales of lottery products.

CSL proposes the establishment of the new class of Route Sales Representative because there is no current classification that appropriately covers the range of work that will be performed by the Route Sales Representative positions. This would be a two-range deep class, with Range A being the basic entry level, and Range B being the more experienced, journey level.

## **CLASSIFICATION CONSIDERATIONS**

2. What class will the subject class report to?

Incumbents in the RSR class will report to a District Sales Supervisor in their assigned field office.

3. Will the subject class supervise? If so, what classes?

The RSR class does not have any supervisory responsibility.

4. What are the duties of the subject class?

Under the new business model, the basic parameters for in-store merchandising will be set through a master agreement between the CSL and the participating retailer. Under the terms of that agreement, the Route Sales Representative will make regularly scheduled service calls to stores to:

- Distribute point-of-sale materials ~~and advise on their placement.~~
- Monitor Scratcher inventory ~~trends~~ to determine the best product mix for each location and order, deliver, and stock Scratcher ticket inventories.
- Maintain ticket stock for draw games.

- Collect and reconcile money from vending machines, and ensure that monies are accurately recorded and agreed upon by the retailer.
- ~~Train store personnel and answer questions from the public on lottery games.~~  
Explain Lottery games, applicable equipment, and Lottery initiated promotions to store personnel and customers as directed.
- Resolve problems with retailers concerning equipment malfunctions and customer service issues.
- Ensure that lottery product sales are conducted in a manner consistent with CSL requirements and policies and gather information on suspected violations for further investigation by CSL security staff.
- Run reports and maintain records relating to lottery product sales.
- Maintain contact with headquarters staff concerning material support and financial processing.

As covered in the methodology statement accompanying these classification considerations, these tasks were identified through a process involving the use of subject matter experts, who ensured that all significant tasks were identified and correctly stated. These experts also rated the criticality of each task, as well as the frequency with which it is performed.

5. What is the decision-making responsibility of the subject class?

Incumbents in this class will review lottery product sales and, from that, will decide on the best product mix for each sales location. They will determine what the restocking needs are for each of their assigned locations, and will decide when to reorder lottery tickets and supplies.

RSR incumbents will also decide how to resolve problems with retailers regarding equipment malfunctions and customer service problems, and will determine when these problems need to be referred to higher authority. Finally, they will decide when irregularities constitute violations of CSL rules and procedures, and when they warrant referral for further investigation.

6. What would be the consequence of error if incumbents in the subject class did not perform their job?  
(Program problems, lost funding, public safety compromised, etc.)

Errors in determining appropriate product mix and restocking could lead to a lack of lottery products and materials at the sales site, which would cause a loss of sales, as well as potential customer relations problems. If lottery tickets were lost, the security of

lottery operations would be compromised. And if violations of CSL rules and procedures were not detected, the integrity of lottery operations might be damaged.

If problems with lottery retailers were not resolved satisfactorily, lottery sales might diminish and/or lottery retail outlets might be lost. If store personnel were not properly trained on lottery products and games, sales could diminish and customer relations problems would likely increase.

7. What are the analytical requirements of incumbents in this class?

~~Incumbents analyze sales trends for the various lottery products and locations to determine the proper mix of lottery products for each location. This includes analysis to determine how much of each product will be stocked at each location, and how prominently it will be displayed.~~

Incumbents analyze discrepancies involved with reconciling cash receipts with sales and inventory to determine their cause and the proper course of action to resolve them. They also analyze vendor problems to determine how to resolve them. Finally, they analyze irregularities in lottery sales operations to determine if they violate CSL rules and procedures and, if so, to decide whether to refer them for further investigation.

8. What are the purpose, type, and level of contacts incumbents in the subject class make?

Incumbents have contact with store staff and managers for the purpose of turning over and reconciling lottery vending machine cash collections, discussing and resolving problems with machine malfunctions and customer service, and providing information and training on lottery products/games.

When incumbents are approached by the general public, they answer questions about lottery games and products.

Incumbents have contact with various CSL headquarters staff to discuss a variety of issues, including material support, financial accounting and processing, and security.

## **NEED FOR NEW CLASS**

9. For new classes only: What existing classes were considered and why were they not appropriate?

DSR is the only state classification currently covering working-level positions performing field sales work for the CSL. However, CSL concluded that using this class for route sales representative jobs was not appropriate because:

- The DSRs have a wide range of discretion in working with lottery retailers to determine the best merchandising strategies for lottery products. The Route Sales Representatives are more limited in this respect, since the master agreements under which they will be working will cover most of this.
- Recruiting new sales outlets is an important part of the DSR job. The Route Sales Representatives will not do this.
- A core part of the Route Sales Representative job will be performing the in-store work involved with selling lottery products to the public, such as stocking machines, taking money from machines and accounting for it, etc. The DSRs do not do this.

## MINIMUM QUALIFICATIONS

10. What are the proposed minimum qualifications of the subject class and why are they appropriate? (Include inside and outside experience patterns.)

After consultation with its subject matter experts, the CSL proposes the following minimum qualifications for Route Sales Representative:

Experience: Two years of sales experience; or,

Education: Successful completion of 60 semester units of study from a State accredited college or comparable institution, preferably with significant course work in one or more of the following areas; marketing, public speaking, writing, information technology, merchandising, statistics and/or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

The sales experience requirement relates to the need for incumbents in the proposed class to be familiar with the retail environment in which they will be working, and to be able to deal effectively with store personnel and lottery customers. Experience within the CSL as a Lottery Ticket Sales Specialist would meet this requirement.

The preferred courses of study within the education requirement relate to essential job functions, including making good merchandising decisions on stocking and arranging lottery tickets, supplies, and point-of-sale promotional materials; making the oral presentations involved with training store personnel on lottery games and promotions; preparing reports on lottery problems and potential violations; counting and reconciling money from lottery machines and keeping records/preparing reports on lottery product sales; and using the lottery terminals to prepare reports and solve problems.

In proposing these minimum qualifications, the CSL also considered existing minimum qualifications for similar or related classes, as follows:



- The proposed minimum qualifications are comparable to those for Lottery Ticket Sales Specialist (two years of wholesale sales experience). This is appropriate because both classes are involved in lottery product sales at a technician level. Allowing retail experience to qualify for the RSR class is appropriate, since these positions will work in a retail store environment.
- The proposed minimum qualifications are also comparable to those for Workers' Compensation Insurance Technician (two years of Office Assistant, Range B; three years of customer relations/services experience, etc.; or 60 semester/90 quarter units of college.) This is appropriate because both classes are at the technician level with concepts that include sales and customer service.
- The proposed minimum qualifications are somewhat less than those proposed in a related submission for the class of District Sales Representative (graduation from college, with a provision for substituting retail management or wholesale sales experience on a year-for-year basis). This is appropriate, since the DSR class is at the full professional level, with significant responsibility for developing new business and marketing strategies.

The CSL has also developed proposed knowledge and ability requirements for the RSR class, which are outlined in the class specification being submitted with this proposal. As described in the methodology statement included with this submission, these were developed with the assistance of subject matter experts who ensured that the knowledge and abilities required to perform the tasks associated with this class were fully identified and accurately stated. The subject matter experts also rated each required knowledge and ability for necessity and criticality, and then linked each of them to the tasks identified for the RSR class. The rating process also involved consideration of which tasks were essential.

The CSL is also proposing special personal characteristics (integrity, tact, willingness to travel, etc.) that are consistent with those already in existence for the DSR class. Finally, CSL is proposing a felony disqualification, consistent with current law governing employment at CSL.

## **PROBATIONARY PERIOD**

11. If a probationary period other than six months is proposed, what is the rationale?

The CSL proposes a 12-month probationary period for this class. CSL proposes a 12-month probation for the RSR class for the following reasons: performs work that cannot be effectively evaluated in six months; specialized knowledge required; variety in which the effectiveness of assigned duties performed cannot be evaluated on a day-to-day basis; requires travel/field work with limited supervision; structured training program.

## **STATUS CONSIDERATIONS**

12. What is the impact on current employees?

The RSR duties are currently being performed by a permanent intermittent DSR pending the establishment of this class. When the RSR class is established, CSL anticipates that the incumbent will move to a regular DSR assignment.

13. Will current employees move by examination, transfer, reallocation, split-off, etc? Explain rationale.

As noted in Item 12, the current incumbent is not expected to move to the RSR class. It is anticipated that CSL will develop and administer an examination for the new class.

## **CONSULTED WITH:**

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were contacted during the development of this proposal.

Al Alvarado, Key Accounts Manager, CSL Headquarters  
Mike Kilpatrick, Chief, Southern Field Operations, CSL  
Karl Levine, District Sales Supervisor, Santa Fe Springs Office, CSL  
James Scott, District Sales Supervisor, Santa Fe Springs Office, CSL  
Bob Vonada, District Sales Supervisor, Santa Ana Office, CSL  
Karen Alejo, Consultant, Cooperative Personnel Services  
Peter Strom, Consultant, Cooperative Personnel Services

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: KB30  
Class Code: 1791  
Established: \_\_\_\_\_  
Revised: --  
Title Changed: --

### ROUTE SALES REPRESENTATIVE

#### DEFINITION

Under general direction, incumbents in this class have a primary public relations role to develop and maintain a positive public perception of the fairness and honesty of the California State Lottery (CSL). Incumbents perform the in-store functions involved with selling CSL products to the public through retail outlets within designated geographic areas of the State, service assigned accounts, and to do other related work. This deep class includes ranges for the entry and journey level.

At the entry level of Range A, incumbents function in a training capacity while learning how to effectively distribute and place point-of-sale materials; monitor Scratchers inventory ~~trends~~; collect and reconcile money; ~~train store personnel on Lottery games~~ explain Lottery games, applicable equipment, and Lottery initiated promotions; and ensure Lottery product sales are conducted in a manner consistent with CSL policies.

Incumbents at the journey level of Range B will be expected to demonstrate a broader knowledge of the retail environment, merchandising strategies, and CSL policies.

#### JOB CHARACTERISTICS

Positions allocated to this class differ from those in the District Sales Representative classification in that Route Sales Representatives typically perform duties within narrower established limits, work within specific guidelines and procedures and are more closely supervised.

#### TYPICAL TASKS

Incumbents promote, evaluate, analyze, and monitor the sale of CSL products to specific retail outlets as assigned in designated territories through personal contact in the field. Incumbents distribute and place point-of-sale (POS) materials and advise on their placement; monitor Scratcher inventory ~~trends~~ to determine the best

product mix for each location and order, deliver, and stock Scratchier ticket inventories; maintain ticket stock for draw games; collect and reconcile money from CSL vending machines; ensure monies are accurately recorded and agreed upon by the retailer; resolve problems with retailers relating to equipment malfunctions and customer service issues; answer questions from consumers on use of CSL equipment; ensure that all CSL products are sold in a secure manner and in accordance with CSL policy; maintain frequent, to daily, contact with district office support staff; using on-site equipment run electronic reports and transmit to CSL Headquarters; ~~train store personnel on CSL games, equipment, and promotions~~ explain Lottery games, applicable equipment, and Lottery initiated promotions to store personnel and customers as directed; maintain vehicle records; maintain accurate electronic and/or hard copy records of retailer contacts/schedule visits; and gather initial information about suspected violations of State laws or CSL policies and forward to appropriate parties.

#### MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

and  
Either I

Experience: Two years of sales experience.

Or II

Education: Completion of 60 semester units of study given by a recognized institution, preferably with significant course work in one or more of the following areas: marketing, public speaking, writing, information technology, merchandising, statistics, and/or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

#### KNOWLEDGE AND ABILITIES

Knowledge of: Utilizing POS materials and display techniques; basic personal computer and terminal operation; and basic principles and practices of in-store product marketing, merchandising, and promotions.

Ability to: Work independently; use tact and good judgment in dealing with the public; establish and maintain good working relationships with store personnel and CSL staff contacted in the course of work; safely operate a motor vehicle, keep logs, obtain routine maintenance/service, and report vehicle problems; ~~analyze~~ deal with in-store situations/problems and take ~~effective~~ appropriate action; communicate effectively; physically restock and/or move equipment, as ~~needed~~; collect and reconcile cash, demonstrating a good understanding of basic accounting principles; ~~analyze~~ review sales data and take

~~effective~~ appropriate action such as adjusting product mix and POS placement; set up and maintain POS material and merchandise; maintain accurate electronic and hardcopy records/logs relating to daily schedule and activity; learn CSL equipment ~~vending machine~~ operation; and understand basic safety guidelines relating to the placement of equipment and POS material.

#### SPECIAL PERSONAL CHARACTERISTICS

Integrity; honesty; tolerance; tact; maturity; reliability; awareness and acceptance of cultural diversity; neat personal appearance; willingness to travel; and willingness to work irregular hours.

#### FELONY DISQUALIFICATION

Under provisions of Government Code Section 8880.71, persons convicted of a felony, or any gambling-related offense, are disqualified from employment with the California State Lottery. Such persons are not eligible to compete for, or be appointed to, positions in this class.

#### BACKGROUND INVESTIGATION

Pursuant to Government Code Section 8880.38, all persons successful in an examination for this class shall be required to undergo a thorough background investigation prior to appointment.



## MEMORANDUM

**DATE:** July 8, 2008

**TO:** STATE PERSONNEL BOARD

**FROM:** MIKE STRAZZO, Merit Operations Division

**SUBJECT: NON-HEARING AGENDA ITEMS FOR BOARD ACTION**

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**1. CALTRANS ADMINISTRATOR SERIES SPECIFICATION AND ALTERNATE RANGE CRITERIA 220, DEPARTMENT OF TRANSPORTATION**

The Department of Transportation proposes reallocation of current Assistant Caltrans Administrator incumbents to the Staff Services Analyst (General) class and current Associate Caltrans Administrator incumbents to the Associate Governmental Program Analyst class; proposed abolishment of the Caltrans Administrator Series Specification and Alternate Range Criteria 220.

**2. CASE RECORDS TECHNICIAN, SUPERVISING CASE RECORDS TECHNICIAN, DEPARTMENT OF CORRECTIONS AND REHABILITATION**

The Department of Corrections and Rehabilitation propose establishment of a deep class titled Case Records Technician (CRT) with a 12-month probationary period; an exception to SPB Rule 431 for the deep class of CRT' adoption of an Alternative Range Criteria 454; establishment of the Supervising Case Records Technician (SCRT) with a 12-month probationary period; reallocation of incumbents from existing classes to the deep class of Case Records Technician and Supervising Case Records Technician.

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

<u>Title</u>	<u>Class Code</u>
• Forester II (Nonsupervisory)	9721
• Program Administrator III (Hospital Operations)	9441

<b>Title</b>	<b>Class Code</b>
• Child Care Practitioner	8243
• Psychiatric Technician Student	8242
• Dental Consultant II, Department of Health Services	7841
• Food Administrator I	2152
• Industrial Therapist	8310
• Hospital Social Worker II	9894
• Physical Therapist License Applicant	8275
• Supervising Hazardous Materials Specialist	3525
• Music Therapist	8314
• Fairs Horse Racing Consultant	1759
• Supervisor, Waste Water Treatment Training Center	3131
• Chief of Land Surveys	3048
• Land Surveyor Supervisor	3013

TO: STATE PERSONNEL BOARD

FROM: Bob Means  
Personnel Management Analyst  
Department of Transportation

REVIEWED BY: Debra Thompson, Office Chief  
Classification and Hiring Services  
Department of Transportation

SUBJECT: Proposed reallocation of current Assistant Caltrans Administrator incumbents to the Staff Services Analyst (General) class and current Associate Caltrans Administrator incumbents to the Associate Governmental Program Analyst class; and proposed Abolishment of the Caltrans Administrator Series Specification and Alternate Range Criteria 220.

SUMMARY OF ISSUES:

The Department of Transportation (DOT) proposes to reallocate the existing incumbents in the Caltrans Administrator Series Specification as follows: Assistant Caltrans Administrator to Staff Services Analyst (General) and Associate Caltrans Administrator to Associate Governmental Program Analyst. In addition, DOT proposes to abolish the Caltrans Administrator Series Specification and related Alternate Range Criteria 220.

CONSULTED WITH:

Camille Goodwin-Boyd, Department of Personnel Administration  
Belinda Collins, Department of Personnel Administration  
Daphne Baldwin, State Personnel Board  
Mike Strazzo, State Personnel Board  
Dave Lopez, State Personnel Board

The Service Employees International Union (SEIU) Local 1000 is in agreement with the proposed changes.

CLASSIFICATION CONSIDERATIONS:

On January 30, 2008, DPA identified classifications suitable for conversion to the Staff Services Analyst (General) and Associate Governmental Program Analyst classifications. The DOT agrees with DPA's assessment and is proposing to use the servicewide classes rather than the Caltrans Administrator Series Specification. DOT's proposed recommendations support the State's desire to



consolidate similar classes whenever feasible and are also in the spirit of the Human Resource Modernization efforts underway by the DPA and SPB.

Please see attached.

#### RECOMMENDATIONS:

1. That incumbents in the class of Assistant Caltrans Administrator be reallocated by Board Action to the classification of Staff Services Analyst (General).
2. That incumbents in the class of Associate Caltrans Administrator be reallocated by Board Action to the classification of Associate Governmental Program Analyst.
3. That the following resolutions be adopted effective July 7-8, 2008.

#### RESOLUTIONS:

4. That the following resolutions are adopted by the State Personnel Board effective July 7-8, 2008.

(a) WHEREAS the State Personnel Board on July 10, 2007, revised the class of Staff Services Analyst (General); and the duties and responsibilities and the corresponding alternate range levels of the deep class are substantially included in the existing class of Assistant Caltrans Administrator; and

WHEREAS the knowledge and abilities required for the Assistant Caltrans Administrator class were substantially tested for in the examination for the class of Staff Services Analyst (General): Therefore be it

RESOLVED that each person with civil service status in the deep class of Assistant Caltrans Administrator (Alternate Ranges A, B, C) in Column 1 on July 31, 2008 shall be reallocated to the corresponding deep class as indicated in Column II, and hereby granted the same civil service status in the class of Staff Services Analyst (General) without further examination.

#### Column I

#### Column II

Assistant Caltrans Administrator (Range A)	Staff Services Analyst (General) (Range A)
Assistant Caltrans Administrator (Range B)	Staff Services Analyst (General) (Range B)
Assistant Caltrans Administrator (Range C)	Staff Services Analyst (General) (Range C)

(b) WHEREAS the State Personnel Board recognizes the duties and responsibilities of the Associate Governmental Program Analyst are substantially included in the existing class of Associate Caltrans Administrator; and

WHEREAS the knowledge and abilities required for the Associate Governmental Program Analyst class were substantially tested for in the examination for the class of Associate Caltrans Administrator: Therefore be it

RESOLVED that each person with civil service status in the class of Associate Caltrans Administrator in Column I on July 31, 2008 shall be reallocated and hereby granted the same civil service status in the class of Associate Governmental Program Analyst in Column II, without further examination; and be it further

Column I

Column II

Associate Caltrans Administrator    Associate Governmental Program Analyst

RESOLVED that any existing employment lists other than reemployment lists established for Associate Caltrans Administrator shall be used to certify to fill vacancies in the class of Associate Governmental Program Analyst until such lists are abolished, exhausted, or superseded by lists for the class of Associate Governmental Program Analyst, and persons on any existing reemployment lists for Associate Caltrans Administrator shall also be placed on reemployment lists for the class of Associate Governmental Program Analyst until expiration of their eligibility on reemployment lists for the class of Associate Caltrans Administrator.

5. That the Caltrans Administrator Series Specification, including the classes of Assistant Caltrans Administrator and Associate Caltrans Administrator be abolished effective July 31, 2008.
6. That Alternate Range Criteria 220, related to the Caltrans Administrator series Specification, be abolished effective July 31, 2008.

## B. CLASSIFICATION CONSIDERATIONS

### **ASSISTANT CALTRANS ADMINISTRATOR ASSOCIATE CALTRANS ADMINISTRATOR**

#### **BACKGROUND**

- 1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.**

The Assistant Caltrans Administrator and Associate Caltrans Administrator classes are used in transportation line and support programs including: planning, programming, and monitoring transportation projects; capital outlay analysis; revenue forecasting; Federal-Aid coordination; resource management; labor compliance; claims; contract preparation; business services; safety; program evaluation; planning and policy analysis; legislative affairs; management and administrative analysis; and personnel management services.

The Staff Services Analyst (General) (SSA) class describes positions that perform analytical work in one or more areas of a broad range of governmental and managerial problems. Incumbents perform work of average difficulty in a wide variety of consultative and analytical staff service assignments such as program evaluation and planning, systems development, management planning, and personnel analysis. The Associate Governmental Program Analyst (AGPA) classification describes positions that are the full journey level and perform the more responsible, varied, and complex technical and analytical staff service assignments.

Similar to the SSA class, the Assistant Caltrans Administrator (ACA) class describes positions that perform professional-level technical and/or analytical administrative or staff activities. Also similar to the SSA class incumbents in the ACA class perform work of average difficulty in a wide variety of consultative and analytical staff service assignments as described above. The Department uses the SSA eligible list to make appointments to ACA positions.

On July 10, 2007 the State Personnel Board (SPB) adopted revisions to the SSA class to allow for the effective recruitment of college graduates. Incumbents who are college graduates and meet the new criteria will be eligible for appointment to SSA, Range C. The Alternate Range Criteria for the ACA class has no such provision. In addition, the SPB established a lateral transfer policy for which transfers into the SSA class will be accomplished only by successful passage of the transfer SSA written examination. The Department uses the standard lateral transfer policy into the ACA class and intends to use the SSA lateral transfer examination.

The Associate Caltrans Administrator is the full journey level equivalent to the servicewide class of AGPA. Positions allocated to this associate level perform the more responsible, varied and complex professional-level technical or analytical administrative work within Caltrans. The AGPA and Associate Caltrans Administrator classes are similar in scope, level of responsibility, and work assignments. The minimum qualifications are similar with the exception that the Associate Caltrans Administrator class has slightly higher academic requirements.

The Department requests that:

1. The ACA class and Alternate Range Criteria 220 be abolished and incumbents be reallocated by board action. The ACA will be replaced with the SSA class, examination process, lateral transfer policy and Alternate Range Criteria 69.

2. The Associate Caltrans Administrator be abolished and incumbents be reallocated by board action. The AGPA class will replace the Associate Caltrans Administrator.

These proposed actions are supported by DPA's concurrence and recommendations outlined in a January 30, 2008 memorandum that identified classes suitable for conversion to the SSA and AGPA classes.

## **CLASSIFICATION CONSIDERATIONS**

2. **What classification do the subject classes report to?**

Staff Services Manager I.

3. **Will the subject classes supervise? If so, what class(es)?**

No.

4. **What are the specific duties of the subject classes?**

N/A

5. **What is the decision making responsibility of the subject classes?**

N/A

6. **What would be the consequence of error if incumbents in the subject class(es) did not perform their job? (Program problems, lost funding, public safety compromised, etc.)**

N/A

7. **What are the analytical requirements expected of incumbents in the subject class(es)?**

N/A

8. **What are the purpose, type and level of contacts incumbents in the subject class(es) make?**

N/A

## **NEED FOR NEW CLASS (if necessary)**

9. **For new classes only: what existing classes were considered and why were they not appropriate?**

N/A

## **MINIMUM QUALIFICATIONS**

10. **What are the proposed or minimum qualifications of the subject class(es), and why are they appropriate ( Include inside ad outside experience patterns).**

ASSISTANT CALTRANS ADMINISTRATOR  
Proposed to be abolished.

ASSOCIATE CALTRANS ADMINISTRATOR

Proposed to be abolished

**PROBATIONARY PERIOD**

**11. If a probationary period other than six months is proposed, what is the rationale?**

N/A

**STATUS CONSIDERATIONS**

**12. What is the impact on current incumbents?**

Current incumbents in the Assistant Caltrans Administrator class will be reallocated to the Staff Services Analyst (General) class at the appropriate range. Those who are college graduates and meet the alternate range criteria will be eligible to be appointed to Staff Services Analyst (General), Range C. Current employees in the Associate Caltrans Administrator class will be reallocated to AGPA.

**13. Will current employees move by examination, transfer, reallocation, split-off, etc? Explain rationale.**

All current employees in both classes will move by reallocation.

**CONSULTED WITH**

**14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.**

None.

TO: STATE PERSONNEL BOARD

FROM: Sandi Sale, Staff Personnel Program Analyst  
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief, Classification and Compensation Division  
Department of Personnel Administration

SUBJECT: The California Department of Corrections and Rehabilitation (CDCR) proposes establishment of a deep class titled Case Records Technician (CRT) with a 12-month probationary period; an exception to SPB Rule 431 for the deep class of CRT; adoption of an Alternate Range Criteria 454; establishment of the Supervising Case Records Technician (SCRT) with a 12-month probationary period; reallocation of incumbents from existing classes to the deep class of Case Records Technician and Supervising Case Records Technician.

**SUMMARY OF ISSUES:**

The California Department of Corrections and Rehabilitation (CDCR) proposes establishment of a new deep class titled Case Records Technician (CRT) with three ranges (Range A, B and C). Additionally, CDCR proposes to establish a single new supervisory class titled Supervising Case Records Technician (SCRT). The new classifications will more accurately reflect the duties and responsibilities currently being performed as well as address additional problems. As described further in Part B, the identified work supports the need for new classifications.

**CONSULTED WITH:**

Carol Tamai, Personnel Manager, CDCR  
Kay Norris, Chief, Personnel Services, CDCR  
Susan Lorenz, Personnel Manager, CDCR  
Daphne Baldwin, State Personnel Board  
Dave Lopez, State Personnel Board  
Mike Strazzo, State Personnel Board  
Jacquelyn Sanders, Department of Personnel Administration  
John Simmons, State Employees International Union (SEIU)

In accordance with the terms of the DPA/State Employees International Union (SEIU) Local 1000 contract, DPA has notified the union (supervisory and employee organizations) in writing of this proposal.

**CLASSIFICATION CONSIDERATIONS:**

Please see Part B attached.

## RECOMMENDATIONS:

1. That the deep class of Case Records Technician, Range A, B and C be established; the proposed specification for the class as shown in this calendar be adopted; and the probationary period be 12 months.
2. That Footnote 21 be added to Case Records Technician, designating it as a deep class.
3. That an exception to State Personnel Board Rule 431 be adopted for the establishment of the deep class of Case Records Technician.
4. That the proposed Alternate Range Criteria 454 for the class of Case Records Technician, Ranges A, B and C, as shown below be established.

### **Alternate Range Criteria 454 - Case Records Technician**

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactorily and comparable in type and quality to that of a Case Records Technician.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to incumbents who have satisfactorily completed the equivalent of 12 months of experience in Range A of the same class; or may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing correctional case records duties similar to those of a Case Records Technician.

Range C. This range shall apply to incumbents who have satisfactorily completed the equivalent of 12 months of experience in Range B of the same class; or may apply to persons who have the equivalent of 30 months of satisfactory experience outside the State service performing correctional case records duties similar to those of a Case Records Technician.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

5. That incumbents in the class of Office Assistant (General and Typing), Word Processing Technician, Program Technician, Program Technician II, Office Technician (General and Typing), performing case records work, be reallocated by Board Action to the classification of Case Records Technician.
6. That the class of Supervising Case Records Technician be established; the proposed specification for the class as shown in this calendar be adopted; and the probationary period be 12 months.

7. That incumbents in the class of Office Services Supervisor II who supervise case records work, be reallocated by Board action to the class of Supervising Case Records Technician.

RESOLUTIONS:

1. That the following resolutions be adopted on July 8, 2008:

WHEREAS the State Personnel Board on July 8, 2008, established the classes indicated below in Column II; and the duties and responsibilities of these classes were substantially included in the existing classes indicated below in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I: Therefore, be it

RESOLVED, That any person in the Department of Corrections and Rehabilitation Division of Adult Institutions, Division of Adult Parole Operations, Division of Juvenile Facilities, Division of Juvenile Program, Division of Juvenile Parole Operations, and Adult and Juvenile Facilities with civil service status in one of the classes indicated in Column I on July 8, 2008, performing case records work, shall be reallocated to the appropriate class as indicated in Column II and hereby granted the same civil service status in that class without further examination.

COLUMN I

COLUMN II

Office Assistant (General)	Range A Range B	Case Records Technician, Range A Case Records Technician, Range B
Office Assistant (Typing)	Range A Range B	Case Records Technician, Range A Case Records Technician, Range B
Word Processing Technician, Range A Word Processing Technician, Range B		Case Records Technician, Range B Case Records Technician, Range B
Program Technician Program Technician II		Case Records Technician, Range B Case Records Technician, Range C
Office Technician (General) Office Technician (Typing)		Case Records Technician, Range C Case Records Technician, Range C
Office Services Supervisor II (General)		Supervising Case Records Technician

2. WHEREAS Footnote 21 was added to the class of Case Records Technician to designate it as a deep class; and



WHEREAS Title 2, California Code of Regulations, Section 431 states “Unless otherwise provided by resolution of the Board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons;” and

WHEREAS alternate ranges within the new class of Case Records Technician are being established parallel to the existing classes of Office Assistant (General and Typist), Word Processing Technician II, Office Technician (General and Typist), Program Technician and Program Technician II; and

WHEREAS placement in the alternate range of the class of Case Records Technician represents recognition of a higher level of knowledge, skill, ability, experience, or eligibility which each appointee can acquire through experience in the class of Case Records Technician; and

WHEREAS as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed, as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria: Therefore be it

RESOLVED, That salary Ranges A, B and C for the class of Case Records Technician, may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Case Records Technician and other classes; and be it further

RESOLVED, That for the class of Case Records Technician, the maximum currently authorized for Range C of the class shall be the salary range used to make salary comparisons for mandatory actions.

## Part B. CLASSIFICATION CONSIDERATIONS

### Background

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

Under CDCR's current organizational structure, the case records and parole offices have been utilizing the following *service-wide* classifications:

- Office Assistant (General) (OA) (G)
- Office Assistant (Typing) (OA) (T)
- Word Processing Technician (WPT)
- Program Technician (PT)
- Program Technician II (PT II)
- Office Technician (General) (OT) (G)
- Office Technician (Typing) (OT) (T)
- Office Services Supervisor I (G) (OSS I) (G)
- Office Services Supervisor I (T) (OSS I) (T)
- Office Services Supervisor II (OSS II)

The classifications perform technical and clerical work in the processing, maintaining and control of inmate, youthful offender and parolee records. The positions are located in headquarters, institutions and parole case records offices. CDCR has approximately 1,364 rank and file incumbents and 105 OSS Is and 5 OSS IIs performing these duties.

Under CDCR's current organizational setting, CDCR staff identified several problems and issues:

- The current servicewide classifications do not accurately reflect the case records duties
- There are major recruitment and retention issues in the case records settings--*based on a CDCR vacancy study*
- There is a need to improve efficiency to avoid costly litigation, negative media attention, and re-arrest of inmates
- There is a need to improve accuracy related to early or late release dates as this would jeopardize public safety
- There is a need to improve the operation that processes inmate, parolee and youthful offender records

To address these issues, several CDCR staff reviewed its operation and completed a job analysis of the positions in the case records offices. CDCR found that the duties of the servicewide classifications are very generic and do not reflect the specific departmental case records duties of processing and maintaining inmate, youthful offender or parolee case files. It concluded that the employees gain increased competence in the performance of duties based upon experience in the class. CDCR proposes establishment of a new deep class titled Case Records Technician (CRT) with three ranges (Range A, B and C) rather than to continue using the service-wide classes. In the future, a single test of fitness will be used for the proposed CRT deep class.

*Proposed Model:*

Case Records Technician, Range A  
Case Records Technician, Range B  
Case Records Technician, Range C

Current rank and file employees (OA (T), OA (G), PT, WPT) would move straight across into the correct CRT range (Range A and B).

The following incumbents reallocate to CRT, Range C:

PT II  
OT (G)  
OT (T)

However, since the OT (T)s at maximum salary would experience a decrease in pay when they are reallocated by Board action, DPA agreed that the OT (T) incumbents receive a red circle rate to retain their current salary.

**Supervisory Class**

Additionally, CDCR proposes to establish a single new supervisory class titled Supervising Case Records Technician (SCRT).

The following incumbents reallocate to SCRT:

OSS II

Current OSS IIs would move straight across to the new class via reallocation. Additionally, CDCR intends to eventually appoint OSS I incumbents to the SCRT classification through a competitive examination since there is a promotional salary range.

CDCR did a comprehensive review of job vacancies and employee turnover in the case records offices. They found that there has been major recruitment and retention difficulties with the servicewide classifications in the offices which process, maintain and control inmate, youthful offender and parolee files. Currently, there is a progression from the entry classes to the higher classes in the case records and parole offices, but only when vacancies at the higher level exist. The proposed CRT deep classification will

provide an opportunity for employees to enter at the CRT, Range A level and move to Range B and then Range C based on the performance of increasingly complex case records work and satisfactory job performance. CDCR believes this will have a positive impact on the retention of their workforce.

CDCR concluded that both the proposed CRT deep class and SCRT class will put a classification structure in place that will retain employees, as well as address other improvements needed for their operation.

### **Classification Considerations**

2. What classification(s) does the subject class(es) report to?

The proposed Case Records Technician classification will report to the new Supervising Case Records Technician classification. The new Supervising Case Records Technician classification will typically report to the Correctional Case Records Supervisor classification.

3. Will the subject class(es) supervise? If so, what class(es)?

The proposed Supervising Case Records Technician classification will supervise the new Case Records Technician classification. The proposed Case Records Technician classification will not supervise.

4. What are the specific duties of the subject class(es)?

The proposed Case Records Technician's duties include the following:

Under close supervision as a trainee, incumbents receive training and perform the technical work in processing, maintaining and control of inmate, youthful offender or parolee records; prepare routine documents and records information relating to inmate's or youthful offender's classification, transfer, releases from and return to a facility and other actions affecting legal status; assemble case records files; enter inmate, youthful offender, or parolee data in a system; file various documents in inmate, youthful offender, or parolee files; answer inquiries from state, city, county, federal and private sector regarding inmate, youthful offender, or parolee records.

The proposed Supervising Case Records Technician will be the first supervisory level in the series. Incumbents plan, organize and direct the work of subordinate staff performing work in processing, maintaining and control of inmate, youthful offender or parolee records. Incumbents perform the full range of supervisory duties including interviewing and selecting staff; evaluating training needs and performance; assigning work; representing the unit supervised in management meetings; collecting, compiling, and summarizing data in report form regarding activities in the unit supervised; assisting in the development of workload projections and budgetary resources; reviewing, evaluating, and recommending operating procedures to reflect changes resulting from legislation or other factors; and participating as a member of a task force or work group evaluating business operations or procedures.

5. What is the decision-making responsibility of the subject class(es)?

The Case Records Technician is responsible for entering inmate or youthful offender work history information into the Offender Based Information System or automated

database and researches and reconciles discrepancies with classification actions. They determine if issues need to be identified to their supervisor or a Correctional Case Records Analyst. Their duties include ensuring that proper coding is input in the Offender Based Information System or other databases, and determining if specific confidential information could be released to offices, staff or outside agencies.

The Supervising Case Records Technician has the responsibility of making decisions that affect subordinate staff in the office, determines workload and training needs of staff, determines if "release of information" is appropriate, and determines the need to elevate an error or discrepancy in an inmate, youthful offender or parolee file.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

If the Case Records Technician staff fails to perform their duties accurately and timely, the consequence will result in serious liability on behalf of the department and could result in an inmate, youthful offender or parolee released or discharged early or late jeopardizing public safety. Case records errors result in costly litigation, additional costs to apprehend or re-arrest an inmate, youthful offender or parolee, negative media attention which will result in public interest, and decreases the department's position of public protection, trust and credibility. An inmate or youthful offender who is inappropriately housed due to improper endorsement or lack of compliance with a procedure poses an escape risk which could result in loss of life or injury to staff, inmates or youthful offenders. An incorrect entry date on an inmate, youthful offender or parolee record will cause inaccurate records for law enforcement agencies, victims, departmental staff and public agencies would be detrimental to processing, releasing, and incarcerating of inmates, youthful offenders and parolees. Inaccurate records may cause the untimely release of an inmate, youthful offender or parolee, which will involve litigation and lawsuits filed against the department resulting in major costs to the department.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

There are no analytical requirements expected of the incumbents in the Case Records Technician or Supervising Case Records Technician classifications.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

Incumbents in the subject classifications have contact with Attorney General's Office, District Attorney's Office, Judges, Prosecutors, Defense Attorneys, Probation Officers, Legislative Staff, Board of Parole hearings and Youth Authority Administrative Committee staff, United States Immigration and Naturalization Service, Federal Bureau of Prisons, Department of Corrections from other states, law enforcement agencies, departmental management, peace officers and inmates', youthful offenders' and parolees' families, and public members.

Contacts made are to verify specific information that can be released on an inmate, youthful offender or parolee file. The District Attorney's Office may call the incumbents to verify legal commitment documents to establish a prior prison term or convictions of sexually violent offenses. Incumbents may answer questions, interpret information, or make referrals to the appropriate law enforcement agencies; relays information from law enforcement agency contacts with parolees to appropriate units; sends notification letters to victims concerning inmate's or youthful offender's release or new parole

consideration date; contacts Immigration and Naturalization Services to schedule dates for screening; and provides inmate, youthful offender and parolee data as appropriate.

### **Need for New Class (if necessary)**

9. For new classes only: what existing classes were considered and why were they not appropriate?

Currently, the service-wide classifications of Office Assistant (General), Office Assistant (Typing), Word Processing Technician, Office Technician (General), Office Technician (Typing), Program Technician and Program Technician II work in case records settings. However, the duties of these classifications are very generic and do not reflect the specific case records duties of processing and maintaining inmate, youthful offender or parolee case files.

The Office Services Supervisor I and II classifications were reviewed and considered for continued use over the proposed Case Records Technician positions. However, the OSS I/II classifications are a supervisor of several clerical employees who perform a variety of general office and related clerical support tasks, including functions as typing, stenography, filing, accounting, cashiering, statistics and others. In reviewing the classification specification, it did not include the specific duties of working in a case records setting or performing clerical and technical functions with inmate, youthful offender or parolee case files.

Additionally, due to other issues and problems listed earlier, CDCR believes that placing a new classification structure in place will retain employees as well as improving the operation.

### **Minimum Qualifications**

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

#### **Case Records Technician minimum qualifications:**

Either I

One year of experience performing clerical duties in the processing and maintaining of office records. (Experience in California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to Assistant Clerk).

Or II

Two years of experience performing general clerical duties and

Either equivalent to completion of the 12<sup>th</sup> grade; or completion of a business school curriculum.

#### **Supervising Case Records Technician minimum qualifications:**

Either I

One year of experience in California state service performing the duties of Case Records Technician, Range B.

Or II

Three years of clerical experience performing duties in the processing and maintaining of records. (Experience in California state service applied toward this requirement must include one year in a class with a level of responsibility not less than Case Records Technician, Range B). And

Education: Either equivalent to completion of the 12<sup>th</sup> grade or completion of a business school curriculum.

**The minimum qualifications are appropriate because they are similar to other entry level clerical/technical classifications and allow individuals from outside state service to apply for the Case Records Technician classification. The Supervising Case Records Technician's minimum qualifications are consistent with other first level supervisors and allow employees with Case Records Technician experience at Range B to apply for the examination.**

### Probationary Period

11. If a probationary period other than six months is proposed, what is the rationale?

A probationary period of 12 months is proposed for the Case Records Technician classification. New employees hired in the proposed Case Records Technician classification require training, gaining the requisite knowledge, and demonstrating appropriate skills prior to attaining permanent status in the classification. For this reason, a probationary period of 12 months is appropriate to effectively rate an employee's performance.

The probationary period will be 12 months for the Supervisory Case Records Technician. This is consistent with other supervisory classifications within State civil service.

### Status Considerations

12. What is the impact on current incumbents?  
13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

This proposal will not adversely impact incumbents. All current incumbents in the existing service-wide classes of OA (G), OA (T), WPT, PT, PT II, OT (G), OT (T) classes who are performing case records duties in headquarters, institutions,

and headquarters parole offices will be reallocated by Board action to the appropriate range of the new CRT class (Range A, B, and C) and will retain their existing status and current salary.

Since the OT (T)s at maximum salary would experience a decrease in pay when they are reallocated by Board action, DPA agreed that the OT (T) incumbents receive a red circle rate and retain their current salary until such time the maximum salary of the new class equals or exceeds this rate.

Effective the same day as the reallocation, and upon recommendation of their appointing authority, incumbents of the CRT class may be moved to a higher alternate range if they meet the criteria.

All current incumbents in the existing OSS I (T) and (G) classes who are supervising the newly designated CRT employees will be required to participate in the SCRT examination to obtain an appointment to the SCRT class because of the *promotional salary range*.

All current incumbents in the existing OSS II class who are supervising the newly designated CRT employees will be reallocated by Board action to the new SCRT class and will retain their existing status and current salary.

Transfers from equivalent classes will be permitted and governed by transfer rules. Additionally, once in the new classifications, employees may transfer to other classes in accordance with transfer rules.

#### Consulted With

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Janet Rodriguez, Chief, Correctional Case Records

Nancy Williams, Correctional Case Records Administrator

Patty Garnica, Correctional Case Records Administrator

Rachel Rios, Youth Authority Administrator

Dominac Hatfield, Office Services Supervisor II

Roxanna Williams, Business Manager

Cindy Facha, Correctional Business Manager 1, CF

Phyllis Green, Office Services Supervisor I

Susan Fonner, Correctional Case Records Manager

Debra Mayer, Correctional Case Records Manager



Karen Elliott, Correctional Case Records Manager

Kasandra Staves, Correctional Case Records Manager

Susan Lorenz, Personnel Manager, Department of Mental Health

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

CASE RECORDS TECHNICIAN  
Series Specification  
(Established \_\_\_\_\_)

### SCOPE

This series specification describes two classifications used by the California Department of Corrections and Rehabilitation to perform a variety of complex and technical work related to the processing, maintenance, and control of inmate, youthful offender, and parolee records on all persons committed to the Department.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
XS95	1155	Case Records Technician
XS90	1154	Supervising Case Records Technician

### TYPICAL TASKS

Incumbents in this series are responsible for processing, maintaining, and controlling inmate, youthful offender, and parolee records. In accordance with State laws, rules, regulations, and departmental policies, incumbents respond to inquiries from departmental staff, Attorney General's Office, Board of Parole Hearings, Youth Authority Administrative Committee, law enforcement agencies, Federal and other state correctional departments, inmates', youthful offenders', and parolees' families, and public members requesting confidential information; enter inmate, youthful offender, or parolee data in an automated system and ensure accurate data entry; assemble, prepare, and review inmate, youthful offender, or parolee files; query a database for specific information on the location of an inmate, youthful offender, or parolee; file a variety of documents in the inmate, youthful offender, or parolee file including medical, psychiatric, dental, and related records, appeals, legal documents, Board of Parole Hearings, and Youth Authority Administrative Committee actions and reports; type a variety of forms and documents, reports, letters, correspondence, and discharge documentation; process packages for paroling inmates or youthful offenders; prepare paperwork and schedules hearings; maintain inmate, youthful offender, and parolee files; generate reports of data from an automated system or database; research, reconcile, and resolve information or database discrepancies; and process incoming mail for appropriate distribution to staff.

FACTORS AFFECTING POSITION ALLOCATION

Variety, complexity, and difficulty of work; supervision received; supervisory responsibilities; type and frequency of contacts with other staff within the Department, as well as with other state or Federal agencies, public agencies, members, and the public; the degree of independence and judgment required in making determinations; and the consequence of errors serve as the major differentiating factors between classes. Additional considerations which enter into determinations of borderline allocations include the experience and knowledge necessary to perform the work.

DEFINITION OF LEVELS

## CASE RECORDS TECHNICIAN

This is the entry, training, and full journey level for the series. Under close supervision, incumbents receive training in the technical work of processing, maintaining, and controlling inmate, youthful offender, and parolee records; prepare routine documents and records information relating to an inmate's or youthful offender's classification, transfer, releases from, and return to a facility and other actions affecting legal status; assemble case records files; enter inmate, youthful offender, and parolee data in an automated system; file various documents in inmate, youthful offender, and parolee files; and answer inquiries from State, city, county, Federal, and private sector, law enforcement agencies, and departmental employees regarding inmate, youthful offender, and parolee records.

## SUPERVISING CASE RECORDS TECHNICIAN

This is the supervisory level in the series. Incumbents plan, organize, and direct the work of subordinate staff engaged in processing, maintaining, and controlling inmate, youthful offender, and parolee records; perform the full range of supervisory duties including interviewing and selecting staff; evaluating training needs and performance; assigning work; representing the unit supervised in management staff meetings; collecting, compiling, and summarizing data in report form regarding activities in the unit supervised; assisting in the development of workload projections and budgetary resources; reviewing, evaluating, and recommending operating procedures to reflect changes resulting from legislation or other factors; participating as a member of a task force or work group evaluating business operations or procedures; and personally perform the more difficult work.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirements.

CASE RECORDS TECHNICIAN

Either I

One year of experience performing clerical duties in the processing and maintaining of office records. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to an Assistant Clerk.)

Or II

Two years of experience performing general clerical duties. and

Education: Either equivalent to completion of the 12<sup>th</sup> grade or completion of a business school curriculum.

SUPERVISING CASE RECORDS TECHNICIAN

Either I

In the California state service, one year of experience performing the duties of a Case Records Technician, Range B.

Or II

Three years of clerical experience performing duties in the processing and maintaining of office records. (Experience in the California state service applied toward this requirement must include one year in a class with a level of responsibility not less than a Case Records Technician, Range B.). and

Education: Either equivalent to completion of the 12<sup>th</sup> grade or completion of a business school curriculum.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Modern office supplies, equipment, and procedures; grammar, spelling, punctuation, and modern English usage; and arithmetic.

Ability to: Interpret written and numerical data; use personal computer/microcomputer systems and software applications in the performance of technical work; accurately enter data into a computerized database; learn and understand a broad range of technical data and apply it to individual cases; perform technical tasks in the correctional case record keeping process; file case records files and maintain a filing system; communicate effectively; perform mathematical computations; apply laws, rules, and regulations; interpret and use reference material; follow instructions; use tact and good judgment in dealing with fellow employees, the public, and other governmental entities; and operate office machines.

#### SUPERVISING CASE RECORDS TECHNICIAN

Knowledge of: All of the above, and the Department's purpose, organization, activities, and automated systems; rules, regulations, general organization, and procedures of the California Department of Corrections and Rehabilitation; the Equal Employment Opportunity Program; a supervisor's role in planning, organizing, and directing the work of subordinate staff; and the principles and practices of budgeting and personnel management.

Ability to: All of the above, and independently apply appropriate sections of the laws, rules, regulations, departmental policies, and procedures to specific situations; write clear and comprehensive reports, and communicate effectively and tactfully with internal and external contacts at all levels; analyze situations accurately and adopt an effective course of action; train new employees and effectively supervise subordinate staff; and contribute effectively to the Department's Equal Employment Opportunity Program.

#### SPECIAL PERSONAL CHARACTERISTICS

##### ALL LEVELS:

Willingness to work in a variety of correctional or parole settings; capacity for assuming progressively greater responsibility; tact; read or view potentially graphic or discomfoting information; and work long and unusual hours based on operational needs.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Case Records Technician		--	--
Supervising Case Records Technician		--	--

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst  
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief  
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

**SUMMARY OF ISSUES:**

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and the State Personnel Board propose to abolish the following fifteen vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated. Since some of these classifications are part of a series, we have included the revised class specification in the board item.

**CONSULTED WITH:**

Daphne Baldwin, State Personnel Board  
Dave Lopez, State Personnel Board

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

**RECOMMENDATIONS:**

That effective July 8, 2008, the below civil service classes listed in this calendar be abolished.

<b>Title</b>	<b>Class Code</b>
Forester II (Nonsupervisory)	9721
Program Administrator III (Hospital Operations)	9441
Child Care Practitioner	8243
Psychiatric Technician Student	8242
Dental Consultant II, Department of Health Services	7841
Food Administrator I	2152
Industrial Therapist	8310
Hospital Social Worker II	9894
Physical Therapist License Applicant	8275
Supervising Hazardous Materials Specialist	3525

Music Therapist	8314
Fairs Horse Racing Consultant	1759
Supervisor, Waste Water Treatment Training Center	3131
Chief of Land Surveys	3048
Land Surveyor Supervisor	3013

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

FORESTER  
Series Specification  
(Established November 1, 1972)

### SCOPE

This series specification describes ~~five~~ three Forester classes used in the Department of Forestry and Fire Protection.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BY80	1054	Forester I (Nonsupervisory)
<del>BY78</del>	<del>1071</del>	<del>Forester I (Supervisory) (Abolished 9/20/06)</del>
<del>BY75</del>	<del>9721</del>	<del>Forester II (Nonsupervisory)</del>
BY70	1042	Forester II (Supervisory)
BY60	1041	Forester III

### DEFINITION OF SERIES

The Forester series describes professional work concerned with forest, range, and watershed management which is accomplished by providing encouragement, advice, and assistance to landowners; regulating use; demonstrating good wildland management; and seeking through research and studies the necessary knowledge to utilize and protect forest, range, and watershed lands while protecting all forest benefits. Foresters are also required to assist in the suppression of fires and the rehabilitation of lands and their natural resources caused by such incidents.

Work assignments involve the planning, development, and administration of resource management programs; surveys, research, and demonstration projects in the fields of forest pest protection, reforestation, and forest nursery operations; mapping and inventory of wildland soils and vegetation; emergency revegetation; brush range improvement; forest practice inspection and regulation; State forest management; studies in forest economics, engineering, genetics, and appraisal; watershed management; environmental protection; forest products utilization; forest improvement; environmental review; forest policy; urban forestry; vegetation management; and land-use planning. Individuals entering the series must pass the Basic Fire Control Training Course prior to the end of probation.

### JOB CHARACTERISTICS

Certain positions in these classifications require peace officer status as a condition of appointment and continued employment.



ENTRY LEVELS

Entry into this series is typically at the ~~classes~~ class of Forester I (Nonsupervisory) ~~and Forester I (Supervisory)~~. The class of Forestry Assistant II also provides preparation for promotional entry. Promotion from fire suppression classes is also provided.

FACTORS AFFECTING POSITION ALLOCATION

Level, variety and complexity of work, nature of public contact, supervision received and exercised, latitude for independent judgment and action, and responsibility for decision; geographic responsibility area; and degree of administrative responsibility, program control, and influence on methods and program direction.

DEFINITION OF LEVELS

## FORESTER I (NONSUPERVISORY)

This is the entry and first working level. Incumbents perform difficult, professional forestry duties in connection with forest, range, and watershed management activities. At the ranger unit level, incumbents enforce regulations, carry out policy, and serve in Forest Practice, Vegetation Management, Forestry Assistance, or other Resource Management assignments. In some ranger units, single positions function as Unit Foresters, responsible for the full range of Resource Management functions. Incumbents may also be responsible for a segment of operations at a large State Forest or Nursery. In region or headquarters assignments, incumbents serve as staff specialists or assistants responsible for activities of a major resource management program such as Forest Practice, Forest Management, or Urban Forestry. Incumbents may also serve as relief Battalion Chiefs.

~~FORESTER I (SUPERVISORY)~~

~~This is the first working level supervisor. Incumbents perform difficult, professional forestry duties and supervise Forestry Assistants and Technicians in carrying out forest, range, and watershed management activities. Foresters I (Supervisory) may have in-charge responsibility at a State Forest or Nursery. In ranger units with large Resource Management staffs and in some regional programs, incumbents may serve as first level supervisors of Forestry Assistants and Technicians. Incumbents may also serve as relief Battalion Chiefs.~~

~~FORESTER II (NONSUPERVISORY)~~

~~This is the staff specialist level. Incumbents perform the more difficult, professional forestry duties in connection with forest, range, or watershed management activities. At region or headquarters, incumbents function as staff specialists in charge of a segment of a major resource management program such as Forest Practice or Forest Management. Incumbents may also serve as ranger unit duty officers.~~

#### FORESTER II (SUPERVISORY)

Foresters II (Supervisory) perform the more difficult, professional forestry duties in connection with forest, range, or watershed management activities, and interpret regulations and policy to ensure consistency in application by Foresters I. In ranger units with large Resource Management staffs, Foresters II (Supervisory) supervise two or more staff, which includes Foresters I ~~(Supervisory)~~ and (Nonsupervisory) and which may include Forestry Assistants or Technicians. At the largest State Forest, Foresters II (Supervisory) serve as second level supervisors in charge of a segment of State Forest operations. In region or area offices and at ranger units with large resource management staffs, Foresters II (Supervisory) serve as THP Review Team Chairpersons. In region or area offices, Foresters II (Supervisory) supervise staff in performing the activities of a major resource management program. Incumbents may also serve as ranger unit duty officers.

#### FORESTER III

Foresters III perform complex duties such as responding to inquiries from legislators, advocate/civic groups, and citizens; administering a region or statewide resource management program; and supervising the review and processing of timber harvesting plans. Foresters III may have in-charge responsibility for the largest State Forest. Foresters III are responsible for planning, organizing, and directing the forest, range, and watershed management activities in an administrative area. Foresters III may supervise a staff of Foresters.

#### MINIMUM QUALIFICATIONS

##### ALL LEVELS:

Breadth of experience through a variety of job assignments is a factor in planned manager development in the Department of Forestry. Although Foresters develop highly specialized assignments at higher levels, rotation in assignment is anticipated at all levels within the series.

#### FORESTER I (NONSUPERVISORY)

~~FORESTER I (SUPERVISORY)~~Either I

Possession of a valid license as a professional Forester issued by the California State Board of Forestry or possession of an authorized letter from the California State Board of Forestry, Professional Foresters Registration, to compete in the Registered Professional Forester exam. (Applicants with an authorization letter from the California State Board of Forestry, Professional Foresters Registration, will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment.)

Or II

Experience: Two years of experience performing the duties of a Forestry Assistant II in the California state service. and

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

Or III

Experience: One year of experience performing the duties of a Forestry Assistant II in the California state service and six months of forestry work requiring professional skill. (Graduation from college with specialization in forestry, range management, or a closely related natural resource field may be substituted for the six months of forestry work.) and

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

Or IV

Experience: Either

1. Three years of experience in the California state service performing forestry work requiring professional skill, fire prevention, or supervising fire suppression work in a class comparable in level to a Forestry Assistant II. or
2. Two years of experience in forestry work requiring professional skill involving one of the following: management of a forest area; appraising forest resources; harvesting forest products; regulating forest practices; controlling forest pests; reforestation or tree nursery production; urban forestry; or range and watershed management duties. (Graduate work in forestry may be substituted for up to one year of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college with specialization in forestry, range management, or a closely related natural resource field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.) and

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

~~FORESTER II (NONSUPERVISORY)~~  
FORESTER II (SUPERVISORY)

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry. and  
Either I

Experience: Two years of experience in the California state service performing forest, range, or watershed management duties in a class comparable in level to a Forester I (Nonsupervisory) ~~or a Forester I- (Supervisory).~~

Or II

Experience: Three years of experience in forestry work requiring professional skill involving management of a forest area appraising forest resources, harvesting forest products, regulating forest practices, controlling forest pests, reforestation or tree nursery production, or range and watershed management duties. (Graduate work in forestry may be substituted for up to one year of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college with specialization in forestry, range management, or a closely related natural resource field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

FORESTER III

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry. and

Experience: One year of experience in the California state service performing forest, range, or watershed management duties in a class comparable in level to a Forester II (Supervisory) ~~or a Forester II- (Nonsupervisory).~~

KNOWLEDGE AND ABILITIES

## FORESTER I (NONSUPERVISORY)

Knowledge of: Forest and range management principles and practices; California vegetative types, soil, climatic conditions, and plan ecology; forest mensuration, timber appraisal, land surveying, mapping, and forest harvesting methods and practices; tree nursery production, distribution, reforestation, and forest pest control; identification and protection of archaeological sites; wildland fire protection; watershed management and erosion control methods; California forest and fire laws, forest engineering, photogrammetry, and use and applications of remote sensing imagery.

Ability to: Interpret and apply technical standards and make decisions based on available data; make inspections and investigations and prepare technical reports of findings; use clear and concise expression in oral presentations, written reports, and correspondence; identify and protect archaeological sites; and work effectively with timber operators and landowners.

~~FORESTER I (SUPERVISORY)~~

~~Knowledge of: All of the above, and principles of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.~~

~~Ability to: All of the above, and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.~~

~~FORESTER II (NONSUPERVISORY)~~

~~Knowledge of: All of the above (except supervisory responsibilities), and technical forest, range, and watershed management literature; forest economics; forest policy.~~

~~Ability to: All of the above (except supervisory responsibilities), and accept increasing responsibility and accomplish objectives without close guidance and review.~~

## FORESTER II (SUPERVISORY)

Knowledge of: All of the above.

Ability to: All of the above, and demonstrate leadership; and effectively plan and organize work programs.

## FORESTER III

Knowledge of: All of the above, and policies, objectives, and standards established by the Board of Forestry; conservation programs and forest and wildland management as practiced in California; research and statistical methodology; principles of personnel management; training; and budgeting.

Ability to: All of the above, and demonstrate leadership; analyze problems and design systems for project organization and problem solving; do technical writing and editing for publication; effectively communicate with local government and the private sector; and effectively plan and organize work programs.

ADDITIONAL DESIRABLE QUALIFICATIONS

## ALL LEVELS:

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

SPECIAL PERSONAL CHARACTERISTICS

## ALL LEVELS:

Willingness to work long and irregular hours in remote parts of the State, and during the fire season, to remain available for duty assignments 24 hours a day as required; ability to meet physical and medical standards established by the Department of Forestry and Fire Protection; and color vision and visual acuity sufficient to perform the duties of the position.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Forester I (Nonsupervisory)	9/4/34	5/18/99	11/5/96
<del>Forester I (Supervisory)</del>	<del>11/5/96</del>	<del>5/18/99</del>	<del>—</del>
<del>(Abolished 9/20/06)</del>			
<del>Forester II (Nonsupervisory)</del>	<del>1/18/95</del>	<del>11/5/96</del>	<del>—</del>
Forester II (Supervisory)	10/20/31	11/5/96	11/5/96
Forester III	5/2/52	11/5/96	5/21/64

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

PROGRAM ADMINISTRATOR, (HOSPITAL OPERATIONS)  
Series Specification  
(Established November 18, 1981)

### SCOPE

This series specification describes headquarters positions which administer multidisciplinary programs in State hospitals administered by the Department of Mental Health and Developmental Services.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
KI64	9434	Program Administrator I (Hospital Operations)
KI62	9439	Program Administrator II (Hospital Operations)
KI60	9441	<del>Program Administrator III (Hospital Operations)</del>

### DEFINITION OF SERIES

Program Administrators (Hospital Operations) provide continuous administrative and program liaison with State hospitals for the mentally or developmentally disabled and serve as a major department authority to Headquarters staff in assigned areas. Program Administrators (Hospital Operations) provide leadership, direction, and consultative services in assigned areas to hospitals, Headquarters, other departments, and other professional governmental and private organizations. They conduct surveys, formulate policy recommendations, and provide consultation and direction in the planning, implementation, and monitoring of hospital programs. They analyze and make recommendations regarding legislation affecting hospital programs, and they anticipate, initiate, analyze, and make recommendations regarding fiscal and other administrative actions required to meet Federal, licensing, and other pertinent requirements. The duties and responsibilities of each position require both administrative and clinical expertise, and they represent a variety of treatment specialties, such as social services, rehabilitation, education, psychology, and nursing services.

### DEFINITION OF LEVELS

PROGRAM ADMINISTRATOR I, (HOSPITAL OPERATIONS)

Provides consultation and direction to State hospital staff in assigned specialty areas, such as education and social work; writes policies and procedures for sensitive problem areas such as reports of hospital emergencies; analyzes hospital reports and other indicators of the effectiveness of existing policies, and monitors compliance with Federal requirements for funds in assigned specialty areas; and represents the division in assigned areas within and outside the Department.

PROGRAM ADMINISTRATOR II, (HOSPITAL OPERATIONS)

Provides direction and leadership to hospital and Headquarters staff in a broad range of clinical areas such as licensure of State hospitals, and client admission and release; directs task forces to review the impact of court decisions and outside agency directives on State hospital programs; initiates policy development affecting significant hospital practices and treatment plans; directs review of the more complex program areas to ensure compliance with overall departmental policy; represents the Department in sensitive negotiations with outside agencies and groups; and may supervise subordinate staff.

~~PROGRAM ADMINISTRATOR III, (HOSPITAL OPERATIONS)~~

~~Directs a Department Branch charged with responsibility for providing leadership and consultation on the clinical and patient/client care responsibilities of State hospitals; represents the Division Director/Chief within and outside the Department and supervises a multidisciplinary group of Program Administrators I and II and other clinical consultants; coordinates clinical program activities and policies with other departmental offices, State departments, and other jurisdictions; assumes major responsibility for the review of policies and procedures impacting on clinical programs in State hospitals.~~

MINIMUM QUALIFICATIONS

ALL BOTH LEVELS:

Equivalent to graduation from college.

PROGRAM ADMINISTRATOR I, (HOSPITAL OPERATIONS)

Either I

Two years of experience in the California state service in a mental health or developmental services program service such as psychology, psychiatric social work, nursing, education, or rehabilitation. (Experience in the California state service applied toward this requirement must include at least one year performing duties at a level of responsibility not less than that of a Nursing Coordinator.)

Or II

Three years of experience at the level of chief of a mental health or developmental services program service such as psychology, psychiatric social work, nursing, education, or rehabilitation in a large multidisciplinary psychiatric treatment program in a community or other public setting.



PROGRAM ADMINISTRATOR II, (HOSPITAL OPERATIONS)

Either I

One year of experience in the California state service performing the duties of a Program Administrator I (Hospital Operations).

Or II

Three years of experience in the California state service in a mental health or developmental services program service such as psychology, psychiatric social work, nursing, education, or rehabilitation. [Experience in the California state service applied toward this requirement must include at least one year performing the duties at a level of responsibility not less than that of a Program Assistant (Various Specialties).]

Or III

Four years of experience at the level of chief of a mental health or developmental services program service such as psychology, psychiatric social work, nursing, education, or rehabilitation in a large multidisciplinary treatment program in a community or other public setting.

~~PROGRAM ADMINISTRATOR III, (HOSPITAL OPERATIONS)~~

~~Either I~~

~~One year of experience in the California state service performing the duties of a Program Administrator II (Hospital Operations).~~

~~Or II~~

~~Four years of experience in California state service in a mental health or developmental services program service such as psychology, psychiatric social work, nursing, education, or rehabilitation. [Experience in California state service applied toward this requirement must include at least one year performing duties at a level of responsibility not less than that of a Program Director (Various Specialties).]~~

~~Or III~~

~~Broad and extensive (more than five years) experience at the level of chief of a mental health or developmental services program service such as psychology, psychiatric social work, nursing, education, rehabilitation in a large multidisciplinary treatment program in a community or other public setting.~~

KNOWLEDGE AND ABILITIES

ALL BOTH LEVELS:

Knowledge of: Current trends in Federal and State programs of mental health, developmental disabilities, public health, and public welfare; practices and principles and trends of public administration including management and supportive staff services, budgets, personnel management, and program planning and related areas; formal and informal aspects of the legislative process, administrative, judicial, and departmental operations and governmental, and functional organization at the State and local level; characteristics and social aspects of mental and developmental disabilities; problems of developing, setting standards for, and administering a statewide

program of mental health or developmental disabilities; laws and regulations relating to care of the mentally and developmentally disabled in hospitals and the community; organization and administration of hospitals for the mentally and developmentally disabled; principles and techniques used in developing and conducting effective training; research methods and techniques; ~~the Department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Establish and maintain effective working relationships with persons contacted in the work, including those of professional, governmental, and private organizations; utilize and apply effectively the required technical knowledge; ~~speak and write~~ communicate effectively; analyze problems and take or recommend appropriate action; apply creativity in the formulation and administration of the State's program and evaluate the effectiveness of the program; interpret mental health programs to individuals and groups; work independently in identifying the need for and developing proposed changes in program practices and policies; and effectively ~~contribute to the Department's affirmative action objectives~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### SPECIAL PERSONAL CHARACTERISTICS

##### ALL BOTH LEVELS:

Demonstrated administrative and training ability; sympathetic and objective understanding of the mentally and developmentally disabled; willingness to learn and adapt to new procedures; willingness to travel; patience and alertness; tact; and emotional stability.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Program Administrator I (Hospital Operations)	9/1/71	11/18/81	11/18/81
Program Administrator II (Hospital Operations)	9/1/71	11/18/81	11/18/81
<del>Program Administrator III (Hospital Operations)</del>	<del>9/1/71</del>	<del>11/18/81</del>	<del>11/18/81</del>

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

### HAZARDOUS MATERIALS SPECIALIST

Series Specification  
(Established July 29, 1986)

#### SCOPE

This series specification describes ~~five~~ four levels in the hazardous materials management field.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BH94	3529	Hazardous Materials Specialist
BH93	3528	Associate Hazardous Materials Specialist
BH92	3527	Senior Hazardous Materials Specialist (Technical)
BH91	3526	Senior Hazardous Materials Specialist (Supervisory)
<del>BH90</del>	<del>3525</del>	<del>Supervising Hazardous Materials Specialist</del>

#### DEFINITION OF SERIES

The Hazardous Materials Specialist series describes a broad range of staff and management work concerned with the discovery, regulation, and remediation of hazardous materials, and development of scientific methodologies for environmental and chemical assessments, resource recovery, waste reduction, and other alternatives to land and water disposal of hazardous materials. Incumbents at all ~~five~~ four levels apply scientific methods and principles in the performance or supervision of assigned tasks, including: identification and analysis of hazardous materials; development of criteria and guidelines for the handling of hazardous materials; issuance of permits to hazardous substance treatment, storage, and disposal facilities; regulation of hazardous material generators, transporters, and storage, treatment, and disposal operators; surveillance of the regulated community through onsite inspection, sampling, and record reviews to secure or verify information regarding compliance with hazardous materials laws and regulations; enforcement of hazardous material and related laws; discovery of abandoned hazardous material disposal sites; evaluation and ranking of sites in relative order of the risk to the public health and the environment; assessment of chemical and other data obtained to determine levels of contamination, site conditions, and land use factors; environmental surveys and studies related to hazardous material transport, storage, disposal, reduction, and reuse; research and development of innovative programs to address emerging problems related to hazardous materials management; establishment of clean up levels for air, water, and soil contamination by hazardous substance; determination of appropriate sampling and monitoring

methods; development and assessments of alternatives for mitigation of the hazards to the public and environment; development of endangerment assessments; participation in feasibility studies and remedial action plans to either remove the hazardous material or to render it nonhazardous to future populations; development, as part of an interdisciplinary team, of legislation, regulations, policies, procedures, alternative technologies, and practices associated with hazardous materials management; consultation, highly sensitive liaison and organizational work that requires interaction between citizens, business, local, and other governmental agencies on controversial aspects of hazardous material control activities; provision of testimony in legal or administrative hearings; and collection of data and preparation of related correspondence, scientific articles, and reports.

Incumbents may consult with engineers on staff regarding engineering elements of assigned responsibilities. Incumbents may be consulted by engineers on scientific issues (i.e., biology, chemistry, and public health). In some instances the incumbent reviews, evaluates, and oversees performance of work elements by contractors and other local, State, or Federal agencies. Incumbents are also responsible for assessing potential exposure to hazardous materials and selecting appropriate safety and sampling equipment.

Entry into the series is typically at the Hazardous Materials Specialist level.

#### FACTORS AFFECTING POSITION ALLOCATION

Level, variety, and complexity of work; nature of public and interagency contact; independence of action; consequence of error; degree of originality and initiative required; degree of scientific knowledge and specialized abilities required; degree to which decisions are sought and accepted by top management; extent of impact on statewide programs; degree of supervision exercised or received; and degree of management responsibility.

#### DEFINITION OF LEVELS

##### HAZARDOUS MATERIALS SPECIALIST

This is the entry, training, and first working level of the series. Under close supervision, as a trainee, incumbents learn the less responsible, professional work associated with the discovery, regulation, or remediation of hazardous materials. Work products are closely reviewed by supervisors. As the first working level, under general supervision, incumbents assist in responsible, professional work of average difficulty that is characterized by reliance on proven techniques and methodologies. Positions may be permanently allocated

at this level when the major functions do not include the complete range of the more responsible, varied, and difficult assignments. Examples include development of less complex procedures and guidelines for hazardous materials handling, discovery and preliminary assessment of hazardous material sites, regulation of hazardous material generators and transporters, evaluation of less complex permit applications and regulatory inspections of simple storage, generation and treatment facilities, etc.

#### ASSOCIATE HAZARDOUS MATERIALS SPECIALIST

This is the full journey level of the series. Under direction, incumbents independently perform the full range of the more responsible, varied, and complex work associated with the evaluation, management, and regulation of hazardous materials. Incumbents perform complex scientific evaluations of facility permit applications, environmental data, chemical contamination data, remedial action plans, compliance with permit conditions, and other regulatory requirements. Incumbents may also be assigned responsibility for modification or application of complex scientific models in evaluating portions of the work described above. In a headquarters setting, incumbents may also be assigned responsibility for development of the more difficult regulations, policies, and procedures. This level may also be assigned lead responsibility over other first working and journey level Hazardous Materials Specialists.

#### SENIOR HAZARDOUS MATERIALS SPECIALIST (TECHNICAL)

This is the staff specialist level responsible for independently conducting extremely complex and difficult scientific evaluations, investigations, or studies usually dealing with emerging hazardous material control technologies or related undefined issues or problems involving intense conflict between consumer and special interest group concerns; local, State, and Federal Government concerns; and business interests and costs. In a regional setting, incumbents will be responsible for the most complex and sensitive scientific issues for the entire region. In a headquarters setting, incumbents will be assigned statewide responsibility for development of scientific protocol, research studies, and related programs. In both settings, incumbents may act as lead persons on assigned projects, studies, or task forces. At this level, incumbents are responsible for a wide variety of highly technical assignments such as conducting endangerment assessments of imminent and substantial threats to the public health or the environment; developing scientific models for environmental fate assessments and other highly complex scientific evaluation processes/protocols; investigation and development of scientific methodologies for resource recovery, waste reduction, and

other alternative technologies and practices. Positions may also be assigned responsibility for program, policy, regulation, and legislation development in major program areas requiring scientific expertise above the full journey level.

#### SENIOR HAZARDOUS MATERIALS SPECIALIST (SUPERVISORY)

This is the first full supervisory level in the series. Incumbents are responsible for planning, organizing, directing, and evaluating professional and technical staff (typically 5-9) in a small unit within a section or region.

#### ~~SUPERVISING HAZARDOUS MATERIALS SPECIALIST~~

~~This is the second full supervisory and first managerial level in the series. Incumbents direct and have charge of professional and technical staff in two or more units through subordinate supervisors, in a major program function related to the State's Hazardous Materials Management programs. Typically, the staff supervised would entail 12 or more professionals including specialists, other scientific disciplines, and lower level engineers.~~

#### MINIMUM QUALIFICATIONS

##### HAZARDOUS MATERIALS SPECIALIST

Education: Equivalent to graduation from an accredited college or university or equivalent degree approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, with major work in biological, chemical, physical, environmental, or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.)

## ASSOCIATE HAZARDOUS MATERIALS SPECIALIST

Either I

Two years of experience in the California state service performing hazardous materials management duties at a level of responsibility not less than a Hazardous Materials Specialist, Range B.

Or II

Education: Equivalent to graduation from an accredited college or university or equivalent degree approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, with major work in biological, chemical, physical, environmental, or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene or a related field. (Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.) and

Experience: Three years of progressively responsible professional experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery. Two years of this experience must have included responsibility for a major segment of a broad and complex chemical, environmental, or hazardous material control program. This experience must be at a level equivalent to that of a Hazardous Materials Specialist, Range B, in the California state service.

(Possession of a master's degree in the areas specified above may be substituted for one year of the required experience. Possession of a doctorate in the areas specified above may be substituted for two years of the required experience. Candidates who are in their final semester or quarter in either degree program may be admitted to the examination if otherwise qualified, but they must receive the degree before they can be appointed.)

## SENIOR HAZARDOUS MATERIALS SPECIALIST (TECHNICAL)

Either I

Two years of experience in the California state service performing hazardous materials management duties at a level of responsibility not less than an Associate Hazardous Materials Specialist.

Or II

Education: Equivalent to graduation from an accredited college or university or equivalent degree approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, with major work in biological, chemical, physical, environmental, or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene or a related field. (Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.) and

Experience: Five years of increasingly responsible professional experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery. This work must have been at a level equivalent to that of an Associate Hazardous Materials Specialist. Two years of this experience must have included responsibility as a technical expert, developing complex studies related to hazardous materials or environmental health analysis, research, management, enforcement, or a closely related field.

(Possession of a master's degree in the areas specified above may be substituted for one year of the general experience. Possession of a doctorate in the areas specified above may be substituted for two years of the general experience. Candidates who are in their final semester or quarter of either degree program may be admitted to the examination if otherwise qualified, but they must receive the degree before they can be appointed.)

## SENIOR HAZARDOUS MATERIALS SPECIALIST (SUPERVISORY)

Either I

Two years of experience in the California state service performing hazardous materials management duties at a level of responsibility not less than an Associate Hazardous Materials Specialist.



Or II

Education: Equivalent to graduation from an accredited college or university or equivalent degree approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, with major work in biological, chemical, physical, environmental, or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene or a related field. (Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved by the ~~Council~~ Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.) and

Experience: Five years of increasingly responsible professional experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery. This work must have been at a level equivalent to that of an Associate Hazardous Materials Specialist. Two years of this experience must have been in a (1) lead or supervisory capacity, or (2) included responsibility as a technical expert, developing complex studies related to hazardous materials or environmental health analysis, research, management enforcement, or a closely related field.

(Possession of a master's degree in the areas specified above may be substituted for one year of the general experience. Possession of a doctorate in the areas specified above may be substituted for two years of the general experience. Candidates who are in their final semester or quarter of either degree program may be admitted to the examination if otherwise qualified, but they must receive the degree before they can be appointed.)

~~SUPERVISING HAZARDOUS MATERIALS SPECIALIST~~Either I

~~Two years of experience in the California state service performing hazardous materials management duties at a level of responsibility not less than a Senior Hazardous Materials Specialist (Supervisory).~~

Or II

~~Education: Equivalent to graduation from an accredited college or university or equivalent degree approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, with major work in biological, chemical, physical, environmental, or soil~~

~~science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene or a related field. (Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.) and~~

~~Experience: More than five years of broad and extensive experience in increasingly responsible professional positions in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery. At least two years of the required experience must have been in a supervisory or management capacity at a level of responsibility equivalent to a Senior Hazardous Materials Specialist (Supervisory) and must have included responsibility for the following: substantial participation in development or implementation of environmental health or hazardous substance control research, monitoring, or surveillance and enforcement policies or programs, or directing the work of a multidisciplinary environmental or hazardous material permitting, site clean up, or investigative staff.~~

~~(Possession of a master's degree in the areas specified above may be substituted for one year of the nonsupervisory experience. Possession of a doctorate in the areas specified above may be substituted for two years of nonsupervisory experience. Candidates who are in their final semester or quarter of either degree program may be admitted to the examination if otherwise qualified, but they must receive the degree before they can be appointed.)~~

#### KNOWLEDGE AND ABILITIES

##### HAZARDOUS MATERIALS SPECIALIST

Knowledge of: Basic principles of scientific research; knowledge of chemical, biological, physical, and environmental science; chemical and physical characteristics of hazardous materials and their general effect on human health and the environment; chemical reactions; and effect of hazardous materials and their interactions on the environment and statistical methods of analysis.

Ability to: Collect environmental data; analyze and evaluate data and reach sound conclusions; apply scientific methods and principles; analyze situations and take appropriate actions; establish and

maintain cooperative relations with local governments and all persons contacted in the work; prepare clear, complete, and technically accurate reports; and communicate effectively.

#### ASSOCIATE HAZARDOUS MATERIALS SPECIALIST

Knowledge of: All of the above, and principles and procedures of hazardous materials management and resource recovery, including basic toxicology, hydrology, and geology; water, soil and air quality management, and environmental planning; investigatory methods; hazardous materials management activities and programs in both the public and private sectors; research and literature on the health effects of hazardous substances used in California industry. California's hazardous waste stream characteristics and mitigation measures; Federal, State, and local statutes, regulations, legislative, and regulatory processes, programs, and responsibilities related to hazardous materials; methods of transport, storage, recovery, treatment, destruction, disposal, and use of hazardous materials; hazardous facility permitting process including State and Federal requirements for environmental review; concepts employed in a variety of disciplines including economics, public health, and resource management as specifically related to hazardous materials management programs; and principles involved in siting hazardous waste facilities and for controlling hazardous substances.

Ability to: All of the above, and plan, organize, and carry out hazardous materials studies or projects; coordinate the work of others; make oral presentations, evaluate scientific data, and develop and prepare recommendations based on findings; be objective and flexible; meet critical deadlines; apply or modify complex scientific methods and principles; understand principles of risk assessments and risk management; work with professionals from a variety of disciplines within and outside of State Government on complex and changing hazardous substance issues related to the achievement of departmental goals; read and understand technical research reports on emerging public health issues related to the use of hazardous substances; assess the impact of proposed legislation and new statutes; organize materials for public presentation and dissemination; anticipate and respond to public concerns with tact and sensitivity.

#### SENIOR HAZARDOUS MATERIALS SPECIALIST (TECHNICAL)

Knowledge of: All of the above, and major hazardous substances used in California industry including trends in use patterns; health problems specific to particular industries; California's hazardous waste stream characteristics including current and future hazardous materials management options; emerging health problems associated with the use of hazardous materials in other states and overseas; success and failure of different methods employed in siting hazardous waste

facilities and controlling potential contaminations; programs and mechanisms for managing hazardous materials including new and innovative programs; toxic properties of commercial chemicals; strategies for control and allocation of liabilities, sophisticated scientific research techniques, including the planning of studies and investigations, determination of variables and development of reference materials, and research reporting techniques.

Ability to: Prepare project plans; design complex scientific methods, studies, procedures, guidelines, and research projects; develop techniques for handling a large variety of detailed data and analyze these data; communicate the results and implications of studies to nonspecialists; do unusual and difficult research and analytical work; exercise initiative in anticipating complex and controversial new issues in hazardous material management and control and recommend development of programs to address such issues; work quickly in an unsupervised environment to provide research and/or high level scientific evaluations on short-term and highly controversial and complex projects concerning public health and environmental protection; coordinate and chair interagency task forces and meetings related to hazardous materials; and develop new hazardous material control methodologies and procedures to the point where they can be implemented by other sections.

#### SENIOR HAZARDOUS MATERIALS SPECIALIST (SUPERVISORY)

Knowledge of: All of the above, and principles of program management and personnel administration; ~~the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; methods and techniques of effective leadership; and California's legislative, budget, and general administrative processes.

Ability to: All of the above, and interpret, apply, and develop policy proposals and procedures; plan, organize, and direct the work of others; provide leadership in accomplishing basic functions and objectives; participate in assigned programs effectively with groups and agencies to gain cooperation in hazardous materials and environmental management; evaluate and project environmental data and direct the preparation of comprehensive studies, projects, and resultant reports; and effectively ~~contribute to the department's affirmative action objectives~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

~~SUPERVISING HAZARDOUS MATERIALS SPECIALIST~~

~~Knowledge of: All of the above, and methods of planning, organizing, directing, and controlling major programs.~~

~~Ability to: All of the above, and implement administrative and program policies and evaluate program changes and accomplishments; establish and maintain effective multidisciplinary relationships in the solution of problems and the achievement of departmental equal employment and affirmative action policies.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Hazardous Materials Specialist	7/29/86	--	--
Associate Hazardous Materials Specialist	7/29/86	--	--
Senior Hazardous Materials Specialist (Technical)	7/29/86	--	--
Senior Hazardous Materials Specialist (Supervisory)	7/29/86	--	--
<del>Supervising Hazardous Materials Specialist</del>	<del>7/29/86</del>	<del>—</del>	<del>—</del>

ALTERNATE RANGE CRITERIA

This criteria will be used to allocate incumbents to Alternate Range A or Range B.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed (1) one year in the California state service performing the duties of a Hazardous Materials Specialist, Range A; or (2) two years of professional experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery. (Professional experience is defined as experience equivalent to Hazardous Materials Specialist, Range A, gained after meeting the Minimum Qualifications for entry into the Hazardous Materials Specialist class.) (A Master's Degree in Biological, Chemical, Physical, Environmental, or Soil Science; Environmental Health; Environmental or Sanitary Engineering; Toxicology; Industrial Hygiene, or a related field may be substituted for the required experience.)

When the requirements for movement to Range B are met and upon recommendation of the appointing power, the employee shall receive the rate in Range B, under provisions of Department of Personnel Administration Rule 599.676.